MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE OWNERS-STRATA SCHEME 50785 HELD AT 1 McDONALD STREET CRONULLA AT 7.00 P.M. WEDNESDAY 14th July,2004.

Present: Mrs R Hoddinott & Mrs.S.Schembri,Messrs G Bursill,D Solari,P Mahony& G.Rennie.
Chairperson: Mr G Bursill.
Apologies Mrs J Healey & Mr C Beebe-both overseas.

MINUTES

RESOLVED the Minutes of meeting held on 19/05/04 be **received.**

RESOLVED the Minutes be **amended** to record Mrs R Hoddinott as being in attendance.

At this point,the Secretary advised that he was aware of a claim by CB that the Secretary had "refused"to alter the Minutes of 19/05/04 to show that a recommendation of CB,as per Item 7 of his Security Report to that Meeting & relating to keys being signed for when removed from the key safe,was passed as a resolution.The Secretary produced extracts from 2 e-mails & a Memo which clearly disproved this & indicated that,if any such resolution was passed & not recorded,it was a matter to be brought up after the Minutes were received & before being adopted and the Minutes would be amended if CB was able to prove that the resolution was so passed.He also advised the Minutes were displayed & distributed on 21/05/04 & the first contact from CB was 24/05/04.It was not therefore possible to "alter" the Minutes as suggested by CB.
RESOLVED a)that discussion on this matter be deferred until the next Meeting attended by CB;
b)that the Secretary was justified in taking strong exception to this totally incorrect charge by CB as well as the contents of various other e-mails sent by CB to him &other EC Members;
c)that to avoid a repetition of b)above,CB be directed by the Chairperson to direct all his communications to the Chairperson who will then pass on to other EC members what he considers to be matters requiring their attention. **[Action GB]**

RESOLVED the Minutes of the meeting of 19/05/04 as amended as above be **adopted**.

RESCISSION MOTION

In view of the absence of CB & as a result of this,at the request of DS,the mover of the motion to rescind the resolution accepting Caretaker Guidelines & for the display of same in the office,
RESOLVED this rescission motion be deferred for consideration at the next meeting.

BUSINESS ARISING

RESOLVED that the written report of the Secretary be received.

a)Driveway tile band repair-In view of the receipt of Council's letter of 06/07/04 after the Secretary's Report to the EC was distributed,the recommendation to refer the delay to Council's ombudsman was withdrawn & the letter would be dealt with as a late matter under "Correspondence".

b)Lift assessment report-The Secretary advised of the faxed response from STM of 13/07/04 and this would be dealt with as a late matter under "Correspondence"

c)Re letter to Northies of 24/05/04 as to use of Security Guards-As no response received
RESOLVED CB,on his return from overseas,personally chase up this request. **[Action CB]**

TREASURER'S REPORT

RESOLVED the Treasurer's written Report for the 4 months to 30/06/04 be received.

RESOLVED that STM arrange cheque for Zenari's Maintenance Service for cleaning services to be available for collection the last business day of the month such services were performed. **[Action DS}**

CORRESPONDENCE

As listed on the Agenda as follows:-
a)Letter undated(rec'd 26/05/04)from Ms.Langford of Sandbar re damage caused to tyres–DS was advised she did not wish to proceed further & had thanked him for notice placed on glass recycling enclosure;
b)Letter of 01/06/04 Layrir P/L to STM re damage to sailcloth roof of RestaurantR1(Lot1) & Secretary's reply of 03/06/04 denying Owners Corporation's liability-
RESOLVED the action of the Secretary be confirmed;
c)Letter 03/07/04 Unit C1(Lot 29)as to details of proposed Versaline clothes line-Deferred for consideration with Item a) of the Secretary's Report re General Business(of which notice given);

Correspondence received after Agenda issued as follows:-
d)Sutherland Council letter of 06/07/04 re tile band repair in drive way-Advises letter of 24/05/04 & reminder of 01/07/04 threatening matter being reported to Council ombudsman has been referred to Director of Engineering for investigation;
e)STM fax of 13/07/04 re Lift assessment-Enclosed copy letters sent to both Lift maintenance contractors & reply from one as well as new procedure for annual registration of lifts with WorkCover at the current cost of $65.00
RESOLVED STM be requested to continue with registration arrangements & renew same annually **&** provide copy Otis reply when to hand. **[Action DS]**
f)Council letter of 08/07/04-See Item c) of General Business(of which notice given) for this.

BUILDING SERVICES DIVISION

Report of ,G Bursill.Building Division Chairperson.

RESOLVED the written report of GB,the Chairperson.be received.

The report was then discussed as follows:
1)Aquafire alarm indication proposal re A & B Blocks-Proposal to identify the location of the activation of the alarm received but GB now requested a better identification than proposed;
2)External spa(coating)-Discussion deferred until Secretary's Building Report discussed;
3)Generator maintenance-Advance Power attended to first service.Batteries(now 9 years old)had to be replaced-cost approx $400.Radiator fins needed flushing etc and GB authorised these be done
RESOLVED that the Chairperson's action to renew be confirmed;
4)Annual Fire Report Rectification Work--Final letters sent by STM to all affected properties & responses received from all except Sandbar.Aquafire advised to proceed with work**;**
5)Waterproofing
i)B14 Courtyard garden-Soil removed from gardens-holes drilled in retaining walls of gardens to drain water trapped in them.Internal garden drains cleared by Rapid Plumbing and membrane being attended to by contractor.Cost will be higher due to unexpected problems increasing work involved;

.**ii)A2 garage & adjacent drive on B2**-Rapid Plumbing have commenced this work but proceeding very slowly due to staff shortage;

6)A & B Courtyards,water repellant-Still to be further investigated.by GB; **[Action GB]**

7)Balcony rust spots-Rocar Electrical P/L commenced work in May and are gradually attending very professionally and thoroughly with repair work as & when their other work permits;

8)Block A intercom-Dealt with in Security report following meeting with CB,PM,GR & DS;

9)A3(not A4 as in report)A.C. unit-Location of unit & ducting agreed to with Agent.Screen doors reported by GR as having been fitted;

10)Driveway tiles-Pending Council decision & in view of increasing size of hole

RESOLVED it be filled with cold tar as a temporary measure. **[Action GB]**

11)Late Matter.

GB presented a rough quote from Ben Solomon of"A 24 hour Locksmith",as to providing master keys for various locks for common property doors.After a discussion as to the benefits of this in reducing the large number of keys now in use

RESOLVED a survey be made of the door locks to which this could be of use & the matter be further discussed after any comments from CB are obtained on his return from overseas. [**Action GB & DS]**

Secretary's Building Report

RESOLVED the written report of the Secretary be received.

a)Unit 68C(Lot 96)claim for ensuite damaged membrane.

Attached to the Agenda was a copy of all relative correspondence for EC consideration.After a lengthy discussion on this claim

RESOLVED the owners be advised the claim for $3,860.00 be refused for a number of reasons including the following:

i)No complaint work on 09/02/04 by Rapid Plumbing was unsuccessful;

ii)No prior indication before work completed of a proposed claim for the amount now claimed;

iii)No opportunity given to EC to inspect alleged damaged membrane &,if so damaged,for EC to have its contractors carry out the repairs;and

iv)prior statements by owners of their intentions to renovate both bathrooms. **[Action DS]**

b)Australand work due to heavy rain in May,2003.

Work and painting completed in C53,C69 & C71.However real test for C69 & C71 will be when we next have heavy rain & strong southerly winds.If further work required on these 2 units,Australand agree it will be done externally even if expensive scaffolding is required;

c)Gas hot water costs(Tower units only)-Meters read 27/05/04 & accounts issued early June. Consumption factor decreased to 2.101250.Compensation discussed with AGL.mainly on suggestion of DS of a credit equal to charges for one hot water account period on figures DS outlined in his Report.This is now being quantified by AGL for discussion then with its Bondi franchisee who installed the system.It will be several weeks before DS is further contacted by AGL.Any basis of compensation will then to be referred to the EC for a decision.

Late matter.

d)External spa(coating)-As a follow up to the meeting GB & DS had with Australand's Manuel Patty("MP"),an expert he called in & the actual painter on 02/07/04,DS phoned MP on 12/07/04.DS was advised Australand's expert had provided MP with contacts for either painting over the coating with normal pool paint as well as those able to do it with epoxy paint.MP was now chasing up those painters as to attending here to determine the success or otherwise of their proposals & is to report back to DS when this advice is to hand.

HOUSE & GARDEN

RESOLVED the written report of the Chairperson be received.

a)Garden-In addition to the matters referred to in the Report,SS verbally reported on a meeting this morning with Peter Chia of Yellambie Landscapes("PC") & a Mr.Dean Cox,a horticulturalist(DC") PC brought along.In the future PC will attend to the heavy garden work & DC to the horticultural matters & SS is happy with this.SS raised with PC the re-emergence of small strelitziers in the garden outside Sandbar Restaurant.PC advised at least a 3 hour job to remove these & top up soil in this garden.PC advised garden bed on north side of Gerrale Street entrance gate had sunk & was still sinking.Sand would need to be placed under the garden soil to stop this.SS confirmed he should proceed with this.
RESOLVED the actions & directions of SS be confirmed.
SS further advised that DC is to submit proposals for the improvement of the garden appearance.These items of work are to be done over a period of time & as & when earlier work of DC proves acceptable.

b)House
i)Green lounge in Tower foyer as removed for recovering by Karl's Upholstery will be returned on or about 26/07/04;
ii)Gym-As a result of the discussion on the quotes for the repair of the Trotter 545 Teadmill,a general discussion took place on the possibility of leasing on a fully maintained basis all equipment to be used in the gym to replace current equipment which is quite old & becoming expensive to maintain
RESOLVED GR investigate & report back on the cost of this lease arrangement. **[Action GR]**

SECURITY DIVISION

RESOLVED report of the Chairperson be received.

a)Communication panel for A & B Blocks.
A copy of the Report of Approved Communications dated 16/06/04 had been attached to the Agenda & as a result of the meeting of GB,DS,CB,PM & GR to discuss this in depth & their recommendations as set out in the Report of CB
RESOLVED as follows:
i)all work orders for service calls re access problems in the system be on an "Urgent" basis;
ii)all repair dockets completed by the contractor include a report as to the reason for the repair;
iii)we carry a suitable stock of spares on site to enable prompt replacement of equipment requiring service or renewal;
iv)Rocar Electric investigate possible water ingress to A Block ceiling cavities,particularly around each intercom power supply board;
v)Rocar Electric investigate enclosing the power supply equipment to prevent possible corrosion & moisture damage;
vi)A Block monitors in each unit be removed to enable their terminal connections on monitor & backplate to be cleaned & silicone treated & conduit entries to be sealed with a suitable cold seal compound;and
vii)Approved Communications to be requested to assist with the above first 3 items.
An e-mail from CB advised still awaiting on pricing of spares. **[Action CB & GB]**

b)RESOLVED that the 2 further recommendations in the Report being,firstly in relation to the signing for keys removed from the key safe and,secondly that the Caretaker & Safety Guidelines be accepted,both be deferred to the next Meeting in view of the absence of CB overseas & various matters the Honorary Secretary desires to raise on both.

RESTAURANT DIVISION REPORT

RESOLVED the written report of the Chairperdon be received.

a)Glass & cardboard recycling area-The cardboard recycling area has reverted to common property parking and storage of certain garbage bins in view of further problems in Restaurant staff using this area in a proper manner.Each restaurant has a bale frame & bags & disposal will be their problem;

b)Stonefish-adjacent common property garden area.

Stonefish yet to complete installation of timber decking in smaller garden area,attached mirror with adhesives to the rear wall of the larger area & provide pot plants;

c)R3(Lot 21-Sale di Mare).

i)elevator phone now reconnected & phone number provided-this recorded on EC Members contact details in Office with the phone numbers of each of the 2 Tower lifts;and

ii)stairs leading from ground floor to 1st floor cleaned and improvement generally in cleaning;

d)Smell in building

In addition to the Report indicating the cause was the incorrect method being adopted in clearing out the grease traps in the floor of the B2 garage driveway,it now appears no action was taken to alter this method as DS requested on 03/06/04.DS received a message on his answering service from the contractor on 09/07/04 to phone him back as he intended clearing these grease traps Monday 12/07/04 & was advised by a Restaurateur to phone DS.After several attempts DS was finally able to speak to him Sunday 11/07/04.In a long conversation,even though the contractor advised of a substantial increase in the cost of removal if sucked out from the McDonald Street outlet due to it taking at least 3 or 4 times longer,DS advised the EC had to concern it self with the discomfort of the residents of 95 units due to the smell.Suggestions were made by the contractor for the shutting down of the mechanical ventilation system during removal & some deodorising thereafter.The contractor agreed to fax through by tonight details of this proposal as well as the increase in cost to the Restaurants if pumping out from McDonald Street took place.No fax has been received.Late today DS rang the Restauateur to advise of the position & it was up to him & the Restaurants to arrange removal by the system provided.In discovering Rapid Plumbing had not fixed a broken pipe in the removal system,a reminder on 12/07/04 resulted in its repair yesterday.

GENERAL BUSINESS(of which notice given)

RESOLVED the report of the Secretary be received.

a)Mediation proceedings re clothes line on balcony of Unit 1C(Lot 29)-The report of GB & DS as to the proceedings heard at 1pm on Friday 28/05/04 as circularised to all EC Members on 04/06/04 was discussed & as a result

RESOLVED

i)that approval is hereby given to Unit 1C,Lot 29,to install and maintain a clothes line on the inner western side of its courtyard as shown on the plan attached to these Minutes marked "E" provided it is at all times adequately screened with vegetation on the northern side so that it is not visible to residents or other units when in use;and

ii)the owners' request in their letter of 03/07/04 for the clothes line to be a "Versaline"be granted

[Action DS]

b)Emergency personal contact details form.

In view of an e-mail from CB objecting to the Security Division being required to issue & follow up the completion of these forms,DS today circularised a Report as to the history of it.DS referred to his report of 16/09/03 & the resolution passed on 22/09/03 requiring the form to be attended to in

conjunction with the gym form.The interpretation suggested by CB,that it fell within the Caretaker's duties in that the form related to his duty to distribute material"familiarising new residents with the building",was totally & clearly unsupportable.As a result

RESOLVED that the Security Division issue an Emergency Contact Details form to each new resident & to follow up its return duly completed.

c)Dangerous access from McDonald Street to Gerrale Street.

RESOLVED the action of DS in forwarding the letter to the Council on the above as per the copy attached to the Agenda be approved.

At this point,DS read out a reply from Council dated 08/07/04 as just received to advise Council is installing a traffic counter in the relevant part of Gerrale Street to "update its data on traffic flows,volumes & speed" & we to be advised when that data is to hand & assessed.

d)Overview of accounts and work done.

As the Treasurer had insufficient time to consider this & at her request

RESOLVED this be deferred to the next Meeting so that the Treasurer could carefully look at the whole position as well as this proposal. **[Action RH]**

e)Foxtel Digital connection.

As indicated in the Report,this is at least 6 months away & an update will be obtained then if nothing further is heard in the meantime.

f)High step ladder.

RESOLVED this be purchased to access lighting etc in areas,particularly the garages,where ceilings are extremely high. **[Action GB]**

OTHER GENERAL BUSINESS

NIL

Next Meeting:Wednesday,22nd September,2004.
Meeting closed 10.55 pm.

Chairperson.

Prepared:16/07/04.