STM Sydney
ABN: 66 003 109 608
PO Box 3095
KIRRAWEE DC NSW 2232
Suite 26, 118 - 126 Bath Road North
KIRRAWEE NSW 2232
Phone: 02 9542 1199
Fax: 02 9521 3953
sydney@stratatitle.com.au
www.stratatitle.com.au

MINUTES OF EXECUTIVE COMMITTEE MEETING

The Executive Committee of the Owners of Strata Plan 50785 held an Executive Committee meeting on:

Wednesday, 13 February 2008 at 7.00pm in The Offices of Strata Title Management Sydney, Suite 26, 118-126 Bath Road North, Kirrawee

PRESENT	*Sue Schembri, David Gourley, Carey Beebe, Neville Bayliss, Greg Rennie*
IN ATTENDANCE	*John Stevens (Items 4d, 6a, 6b, 6c only)* *Premier Contract Cleaning Pty. Ltd.* *Michael Price* *STRATA TITLE MANAGEMENT SYDNEY*
CHAIRMAN	*Michael Price*

MOTIONS

1. RESOLVED that the minutes of the previous Executive Committee Meeting be confirmed as a true and accurate account of that meeting.

2. Finance

a) **RESOLVED** that the Financial Statements and Strata Management Report tabled be adopted and affixed to the minute book with the following notation:

- The Strata Managing Agent is to write to the owner of Café Monz regarding their proposal and further requirements. The sewer diagram will also be sent.

b) The proposed budget for the ensuing year, which is to be presented at the Annual General Meeting, was discussed. Once the financial year has closed off at the end of February 2008 the Budget will be emailed to all Executive Committee Members for final perusal and comment.

3. Building

a) The meeting was advised that the water penetration issues in the Penthouses is continuing to be investigated by Aqua Tech. David Gourley will be the main contact for Aqua Tech regarding further works.

b) It was noted that the replacement of the rusted exhaust vents would be discussed in greater detail in the building report to be presented by John Stevens. It was also noted that quotations for the waterproofing of the roof required some fine-tuning. It was decided that David Gourley and John Stevens meet with Crest Waterproofing and Aqua Tech to discuss specific requirements and finalise quotations. Once the quotations have been finalized the Executive Committee will determine which quotation to accept and issue appropriate works agreements. All Executive Committee Members will make themselves available to assist David should assistance be required.

c) The meeting was advised that a Dulux representative attended site on Monday, 11 February 2008 and delivered a scope of works for the painting of the complex. The scope of works includes repairs and preparation of surfaces prior to painting, types of paint to be used on particular surfaces, number of coats etc. The scope of works will be issued to several companies picked by the Executive Committee to prepare a detailed tender in accordance with the scope of work. Dulux can also be engaged to supervise the painting project. The goal is to commence painting in Spring 2008.

d) The Executive Committee will review the scope of works and then send out for tenders. The Executive Committee will decide at a later date whether the railings, fences and gates should be treated as a separate job.

e) The replacement of the Low rise Gas hot water services with the Rotex tub system was discussed in greater detail in House d) with the building report as presented by John Stevens.

4. House

a) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that despite requests, the resident of Unit C29 has contravened Special By-law 43.1 & 43.3 by repeatedly allowing their visitors to smoke and continue to use glass containers in the pool area, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupants of that Lot to comply with that By-law.

b) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that despite the previous written request, the residents of Unit A3 have contravened Special By-law 31.1, continuing to disturb the peaceful enjoyment of their neighbours by partying late with loud music and voices and door slamming, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupants of that Lot to comply with that By-law.

c) RESOLVED that the old gym weight equipment be disposed of and replaced by a body resistance/cardio machine and that the machine be purchased outright. Greg Rennie will negotiate with Workout World for the purchase of a Cardio Gym GCG5000 as per the initial quotation tabled at the meeting. Part of the negotiation will be a regular maintenance contract for the new and existing equipment.

d) RESOLVED that the January 2008 report from Premier Contract Cleaning Pty Ltd be adopted and affixed to the minutes book. Below is an outline of the items discussed and decisions made based of the building report:

- The leak on the stairs to the A3/A4/A9/A10 entry will be rectified by diverting water to the gardens via guttering and down pipes. Premier Contract Cleaning have been authorized to issue work order to Christies Plumbing. Estimated cost is $4,000.00.
- The leak from Opah Restaurant into Zink appears to be caused due to a faulty waterproof membrane, leaking dishwasher and wash bay sink. Strata Managing Agent will write to the owner of lot 21 and the proprietor of Opah Restaurant requesting they undertake necessary repairs. The Owners Corporation has already repaired the leak caused by common property stack pipe.
- Quotations were tabled at the meeting for the installation of Rheem hot water heaters to replace current low-rise hot water heaters for approximately $5,500.00 or the installation of a Rotex Australia Hot Water system, which is more efficient but will cost $25,000.00 to install. Further advice is being sought by Carey Beebe from AGL Caringbah as to which option is the best for the Owners Corporation. Once further advice has been received the Executive Committee will proceed with the rectification and/or replacement of the current low rise hot water supply as a matter of urgency.
- Two quotations were tabled for the cleaning of the Pool and BBQ area of the calcium build up in mortar joints with the Executive Committee approving the quotation provided by Advance Concrete Sealing Pty. Ltd. For $3,696.00 (plus GST). Premier Cleaning have been authorized to issue the work order.

- It was noted that the grease pit steel rims and lid do not seal properly contributing to the grease smell in the basement areas. The steel rims will be ground back to enable the lids to sit properly and seal the grease pits. This should reduce the grease smell in the basement area.
- Strata Manager will review the By-Laws relating to the Grease Pits to determine responsibility for cleaning and regular maintenance of the grease pits including stack pipes connected to the pits.
- It was noted that the water leak into unit C64 has been repaired. Premier Contract Cleaning on behalf of the Executive Committee organized the repair.
- A blocked spitter pipe caused the flooding planter box on the balcony of unit B18. Premier Contract Cleaning unblocked the spitter pipe and water drained away quickly.
- It was noted that the restaurant passageway to B2 appears to have an ineffective ventilation system. Bill Byast of Premier Contract Cleaning will attend to the initial cleaning of the vent. The Strata Managing Agent is to write to Endeavour Air Conditioning demanding regular maintenance of the ventilation in this passageway as part of their maintenance program.
- A copy of the Annual Fire Safety statement will emailed to John Stevens to be hung in office.
- It was noted that the common property generator doors are showing wear and tear at the bottom edges. Premier Contract Cleaning will organize for the installation of steel kick plates on the bottom of the affected doors.
- It was noted that the shower and several railings have a great deal of rust and corrosion on them. The repair and preparation of these surfaces forms part of the painting scope of works and will be quoted on and repairs under taken prior to painting.
- The quotation provided by Colorfen and tabled at the meeting for the erection of additional fencing around the pool area for $3,930.00 (GST Inclusive) was accepted. Carey Beebe and Premier Contracting Cleaning issue a work order to Colorfen.
- The quotation provided by McChun's Waterproofing and Tiling for the repair of the C74 lifting tiles and en-suite shower tiles for $1,155.00 (GST Inclusive) was approved. Premier Contract Cleaning were authorized to issue the work order.
- The quotation provided by Aero Cleaning was accepted for the cleaning of the tower on a quarterly basis at a price of $660.00 (plus GST) and the cleaning of A & B block carpet on a six monthly basis at a cost of $660.00 (Plus GST). Premier Contract Cleaning is authorised to issue a work order to Area Cleaning.
- Quotations were tabled for the replacement of the rusted Exhaust Ventilation Ducting on the roof with quotations presented from Clean Air Ventilation and Endeavour Air Conditioning. The quotations varied in the thickness of the insulation to be used and it was decided that John Stevens contact Clean Air Ventilation and have them amend their quotation for the thicker insulation proposed by Endeavour Air Conditioning. Once both quotations are for the identical work them the Executive Committee will review and approve one of the quotations.

5. Restaurants

a) RESOLVED that the rental for exhaust and grease traps for the quarter ending 15/02/2008 under Special By-law 42.5 be waived for Lot 2 Café Monz & Lot 4 Bella Costa.

b) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that despite requests, the operator of Hogsbreath Lot 1 has contravened Special By-law 43.1 by not preventing his staff smoking on secured common property, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupant of that Lot to comply with that By-law.

c) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that despite requests, the operator of Hogsbreath Lot 1 has contravened Special By-law 32.1 by not preventing his staff parking on and obstructing common property, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupant of that Lot to comply with that By-law.

d) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that the operator of Splash Lot 4 has contravened Special By-law 32.1 by not preventing his staff parking on or obstructing common property, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupant of that Lot to comply with that By-law.

e) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that the operator of Opah Lot 21 has contravened Special By-law 32.1 by not preventing his staff parking on or obstructing common property, and that a Notice under Section 45(1) of the Strata Schemes Management Act, 1996 be served on the occupant of that Lot to comply with that By-law.

f) RESOLVED that the Owners of Strata Scheme 50785 are satisfied that the vehicles associated with Zink Bar Lot 12 are continuing to park and obstruct common property in breach of the previously issued Notice to Comply, and that Strata Manager be instructed to apply for the maximum fines and costs against that Lot and its proprietor at the Consumer, Trader and Tenancy Tribunal.
g) Awaiting updated report from Rocar.
h) Discussed in detail during Building Report presented by John Stevens with action determined.
i) Premier Contract Cleaning will attend to the gurney cleaning of the B2 area at the rear of the restaurants. It was also deemed essential to continue leasing mats for this area.

6. Security
a) The Colorfen quotation was accepted during presentation of the building report.
b) John Stevens and Carey Beebe will inspect the property to determine the best location for the installation of four additional security cameras.
c) John Stevens and Carey Beebe will continue investigating the feasibility of implementing a master key system at Côte d'Azur.
d) It was noted that all occupants have the legal right to access and transit but not obstruct the common property. Action will continue to be taken fairly and impartially against breaches of By-laws by the issuing of Notices to Comply and/or application for penalties and orders at the Consumer, Trader and Tenancy Tribunal as appropriate.

7. General Business
a) It was determined that all correspondence received by the Executive Committee must be forwarded to the Chairman for consideration on the action to be taken. It was noted that all letters received from owners should be responded to in a reasonable amount of time.
b) The date of the Annual General Meeting was set for Wednesday, 26 March 2008 at 7:00pm.
c) The next Executive Committee Meeting will be held immediately after the Annual General Meeting.

PRIOR TO THE MEETING CLOSING AT 11:12PM, A VOTE OF THANKS WAS MOVED FOR NEVILLE BAYLISS WHO HAS WORKED TIRELESSLY FOR SEVERAL MONTHS TO THE GREAT BENEFIT OF THE BUILDING.

GENERAL BUSINESS

- The Strata Managing Agent was asked to place a motion of the Annual General Meeting Agenda to discuss the possibility of leasing roof space to a company for the purpose of installing an antenna. This would create a source of income for the Owners Corporation other than levies and help to offset levy increases in the future.