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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 50785

MINUTES of the Executive Committee Meeting of the Owners Corporation of **Strata Plan 50785** held on Tuesday, 27th March 2012 held in the offices of Strata Title Management, Mezzanine Level, 191-193 Taren Point Road, Taren Point commencing at 6.30pm.

PRESENT: Guy Arkins (Lot 12), Ms S Schembri (Lot 32), Mr G Macris (Lot 46), Mr C Beebe (Lot 54), Mr D Gourley (Lot 83), Mr R Earle (Lot 90) and Mr T Korbel (Lot 104)

APOLOGIES: Mr P Dransfield (Lot 1),

IN ATTENDANCE: Mr G Schuberg (Lot 58)
Mr P Pinn (Lot 100)
John Stevens of PREMIER CONTRACT CLEANING PTY LTD
Ms N Ashfield-Howell of STRATA TITLE MANAGEMENT GROUP

CHAIRMAN: Ms Ashfield-Howell

There being a quorum present the chairman declared the meeting opened at 6.33pm.

MINUTES

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meeting held 7th February 2012 be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2
Building Managers Report

RESOLVED to accept the Building Managers report as tabled and that a copy be affixed to the Minute Book with the following action noted/determined:

A) FLORASCAPES GARDEN REPORT
It was agreed that the recommendations to improve the common gardens as proposed in the report be considered. The building manager undertook to obtain a quotation from Florascapes to carry out the recommendations for the committees consideration once received.

It was noted that garden beds in front of the commercial lots are being used as an ash tray for smokers. Guy Arkins undertook to arrange for his staff to monitor the garden beds in question and clean up the used butts when required.

Further agreed that Florascapes continue as gardening contractors. The Executive Committee and building manager undertook to continue to monitor the performance to ensure a satisfactory standard is maintained.

B) OH & S LADDERS

The building manager advised that the installation of the stainless steel ladders to be placed on the roof of Block A by Rama Higgins of Perfect Stainless will be carried out by the end of May 2012. The building manager was requested to check the requirement of the ladder rings located at the top of the ladders as the small circumference may hinder tradesmen from bringing up to the roof certain tools and equipment. If a safety requirement however, the maximum radius should be used.

C) INTERCOM REPLACEMENT QUOTATIONS

After reviewing three comparable quotations for the intercom system replacement to Blocks A & B, it was **RESOLVED** to accept the quotation from Downunder Security dated 23rd March 2012 to replace the intercom system to buildings A & B for the total cost of $18,800.00. The cost of the replacement will be incorporated into the new budget to be considered at the forthcoming Annual General Meeting.

D) TV ANTENNAE INSTALLATION

After reviewing four comparable quotations for the Antenna replacement to C block, it was **RESOLVED** to accept the quotation from TV SAT dated 14th February 2012 for the price of $2,585.00 including GST to replace the heavily corroded antenna and mount to C block, replace amplifiers on Level 5 of C Block and Reconfigure basement cabling and Link blocks A & B to the new C block antenna. The building manager is to enquire with TV SAT about the most suitable material for the masts.

E) OPAH LIFT STRUCTURE GLASS PANELS

RESOLVED that the strata manager arrange to lodge an insurance claim on the building insurance policy for the removal of the broken glass panel to the top of the atrium structure. At the time this work is proceeding, the contractor is to be engaged separately to remove all the other glass panels to the structure in accordance with Integrated Building Consultancy's recommendations.

F) UNIT 1A EXHAUST NOISE FROM HOG BREATH

It was noted that a droning noise from the exhaust system connected to Lot 1 is still affecting apartment 1A (Lot 6) based on advice recently received from the owner of the apartment.

RESOLVED that Kevin from Cold Rae be requested to provide the Owners Corporation with the details of an expert who is appropriately qualified to inspect and provide recommendations on how to resolve the problem with the exhaust fan. A cost agreement is to be obtained from this expert then referred to the Owner of Lot 1 for their immediate consideration.

G) EXHAUST DUCT PAINTING

The building manager is to arrange for the original quote obtained to paint all the exhaust fan ducting to be broken down to include only the exhaust ducting to the 5 commercial lots with exhausts, excluding Hogbreath and Bella Costa exhausts which are on hold pending repairs.

The strata manager is to approach Bella Costa and enforce upon them the terms of the by-law, that they adequately repair and maintain their exhaust system.

H) C64 TILING

Strata manager is to obtain a cost agreement from J S Mueller and Co Solicitors to respond to the owner of Lot 92 (Apt C64) about the tiling dispute within his lot.

MOTION 3
Financial Statements

RESOLVED that the Financial Statements for the period from 01/03/2011 to 29/02/2012 were reviewed.

MOTION 4
Building Works Update

A site meeting was held 20th March 2012 with the building works committee, building manager, Ganellen Contractors and Contracts Administrators to progress the works as quickly as possible.

Ganellen outlined the policies that they have now put in place, as follows:

- Nick, Contract Manager from Ganellen, will be on site 3 days a week for inspections of his builders. Brendan will be on site 2 days a week for inspection of the builders in the mornings.
- Ganellen are currently interviewing a remedial foreman, and they hope to employ someone by Wednesday, to start on site Thursday. The foreman will be on site full time until the completion of works.
- Ganellen are currently putting a new program together as of today's site meeting. At this point, they have commented that the upstairs tiling works to both balconies will be finished by the contracted date. Remedial repairs inside will be discussed at a later date.
- By Wednesday 28th March, Ganellen hope to have all the water proofing cleaned, repaired and finished. There will be an inspection of the water proofing by the supplier and a full certification issued on that Wednesday. The contracts administrator will also request that Chris Mo'ane of IBC attend that site meeting to review the water proofing as well. The date is yet to be confirmed.
- Once the water proofing has been signed off, a flood test will take place in the planter boxes and deck area overnight, and then tiling will commence the following day. There will be a lot of tilers on site, so hopefully it can be finished quickly, the builders will try to work weekends.
- All points above are subject to weather.

The committee were happy with the findings, and approved for Ganellen to stay on site and work to these goals. If however they are not met by the due dates, another site meeting will be held and the contract may be rescinded at that point.

The building works committee agreed that since the meeting took place, greater progress has been made. It was noted that Ganellen undertook to cover any additional subsequent damage to units as a result of the delay in completing the works.

MOTION 5
Lift Atrium Structure Adjacent to Lot 21

RESOLVED to engage the services of Elementree Drafting at their standard quoted working rates to provide on site advice and design advice on suitable/practical replacement options for the Atrium Structure adjacent to Lot 21.

FURTHER RESOLVED to accept the verbal offer made by Gary Macris to contribute half the total cost of the fees associated with the design works for the replacement of the atrium structure.

MOTION 6
Responsibility for Rectification or Replacement of Lift Atrium Structure

RESOLVED to engage the services of Adrian Mueller of J.S. Mueller and Co. Lawyers to provide advice to the owner's corporation on who is legally responsible for the cost of the rectification or replacement of the atrium structure and/or negotiate a binding agreement between all parties.

MOTION 7
By-Law Review

RESOLVED to authorise the strata manager to finalise the account of Makinson & d'Apice Lawyers for the amount of $1,684.21 for their work done thus far, to provide a draft version of by-laws for the scheme. It was noted that once this payment has been made, the file will be collected from Makinson & d'Apice Lawyers by Ian McKnight of Grace Lawyers who will then finalise the by-laws for initial review and consideration by the Executive Committee.

MOTION 8
Disused Air Conditioning Equipment on Roof

RESOLVED to accept the offer made by Gary Macris, restaurateur of Lot 21, to have the old and disused air conditioning equipment removed from the roof above OPAH Restaurant at his own cost once the atrium works have commenced.

It was noted that all further replacements carried out to equipment belonging to the commercial restaurateurs MUST be removed from the complex upon completion of the works. The individual lot concerned will be held responsible for removal or damage caused to common property by equipment left behind by personally employed contractors.

MOTION 9
Exterior Painting – Tradesmen on Rope (TOR)

NOTED that Chris Mo'ane of Integrated Building Consultancy recently attended site with Tradesman on Rope (TOR) and John Stevens (Building Manager) to inspect the painting works to date and have the outstanding works moved forward that remain on the contract, to make a determination to the outstanding contract value. The outcome of this meeting was the following:

1. TOR to return and complete the full painting of the Eastern and Northern façades of building "C"
2. To complete all commenced spalling repairs as per the Sika System.
3. Repaint the complete upper level walls that surround the external plant area roof.

Following the onsite meeting, Mr Mo'ane sent a notice off to the Home Owners Warranty (HOW) Insurer advising of the variations and value of the works currently so that all works come under the current/existing HOW policy.

Mr Mo'ane also required that TOR provide samples colour patch's to be inspected by John Stevens and the Building Committee, prior to the painting commencing, to ensure colour is a match.

Mr Mo'ane is in the process of preparing a report on the following:

1. Making a recommendation to what he believes as the value of the contract remaining to be paid to TOR.
2. Addressing the handrail issues, painting and compliance.
3. Addressing the continued spalling issues surrounding the unprotected Bar Chairs used in the formwork construction.
4. Completion of the handrail bracket repairs.

TOR is expected to be onsite from now until the works are complete.

MOTION 8
Next Executive Committee Meeting

RESOLVED that the next meeting of the Executive Committee be held on site following the Annual General Meeting set for **Thursday, 19th April 2012**.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.45PM