STRATA TITLE MANAGEMENT
your strata care company

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

MINUTES of the Executive Committee of the Owners of
Strata Plan 50785 held **Thursday, 26th July 2012 at 6.30pm**
In the office of Strata Title Management Sydney, Suite 1, 191-193 Taren Point Road, Taren Point

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PRESENT: Mr P Dransfield (Lot 1), Mr Guy Arkins (Lot 12), Ms S Schembri (Lot 32), Mr K O'Shea (Lot 56), Mr S Jarvis (Lot 62), Mr D Gourley (Lot 83), Mr R Earle (Lot 90) and Mr I McDonald (Lot 97)

APOLOGIES: Mr C Bebee (Lot 54)

IN ATTENDANCE: Mr P Pinn (Lot 100)
Mr Chris Mo'ane of Integrated Building Consultancy (From 6.45pm to 8.00pm)
Mr Adrian Mueller of J. S. Muller & Co. Solicitors (From 7.40pm to 9.20pm)
Mr John Stevens of PREMIER CONTRACT CLEANING PTY LTD
Ms Nina Ashfield-Howell of STRATA TITLE MANAGEMENT

CHAIRMAN: Ms Ashfield-Howell

There being a quorum present the chairman declared the meeting opened at 6.30pm.

MINUTES

1. Minutes

RESOLVED that the minutes of the previous Executive Committee Meeting held on 19th April 2012 be confirmed as a true and accurate account of the proceedings at that meeting.

2. Financial Statements

RESOLVED that the financial statements for the period from 1st March 2012 to 13th July 2012 were reviewed and accepted. The strata manager was requested to ensure all invoices are approved by the committee prior to payment.

3. Report on Compliance of Balustrading

RESOLVED that all balustrading be replaced as soon as possible to ensure compliance with the Building Code of Australia (BCA) and that Chris Mo'ane of Integrated Consultancy Group prepare a scope of works and put out to tender for three comparable quotations.

NOTED that Chris Mo'ane obtained an indicative price on the replacement balustrading which worked out to be $37,000.00 including GST for the removal of the existing railings and $270,864.00 including GST for the supply and installation of the replacement balcony railings. Chris Mo'ane provided photographic examples of options for replacement balcony railings for the committee to consider.

FURTHER RESOLVED that the strata manager draft a letter to all residents to raise awareness of the safety concerns with the balcony railings and to seek their cooperation to minimise the use of the balconies, supervise closely all persons utilising the balconies, prevent approaching or leaning on the balcony railings and to notify the building manager if they become aware of any loose railings.

4. Internal Water Ingress Repairs

A. **RESOLVED** that the tender analysis from Integrated Consultancy Group regarding internal water ingress repairs be tabled and accepted.

B. **RESOLVED** that the Owners Corporation appoint BuildSense to carry out the internal water ingress repairs as noted in the scope of works prepared by Integrated Consultancy Group, ref: 2100709TD2 June 2012.

C. **RESOLVED** that Integrated Consultancy Group be appointed to Contracts Administrate the works as per their existing Contracts Administration fee proposal.

5. Concept Design Drawings

DEFERRED - That the quotation provided by Elementree Drafting Services for the price of $6,336.00 Inclusive of GST be accepted for the preparation of concept design drawings of a new roof layout and coverings to the upper stair area and balconies adjacent to the Opah Restaurant.

6. Structural Drawings

DEFERRED - That the quotation from Integrated Building Consultancy for the amount of $4,950.00 Inclusive of GST be accepted to carry out a full measure of the site and provide a full set of structural drawings and written specification so as to be used in the tendering and construction of the hoarding, protection and work platform over the stairs and the section of the restaurant patio that the stairs gives access to so as to bring about the safe dismantling of the glazed roof, continue the same level of rain protection to the stairs and to provide a working platform for the restitution of the area.

7. Building Manager's 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:

- **Garbage Bin Compactor**
  It was agreed that the quote from Ryburn Industries for the cost of $1,368.00 plus GST be accepted to install a photoelectric beam and reflector system inside the garbage chute to ensure the compaction cycle is activated as required.

8. Work Health and Safety

RESOLVED to action all non compliant items contained within the Initial Compliance Report prepared by Solutions In Engineering. It was noted that the minor hazards, as outlined in the report, are already in the process of being addressed.

The major hazards however, being the pool fencing and pool gates, require immediate attention. It was therefore **RESOLVED** that Integrated Consultancy Group be instructed to include the replacement of the pool fencing in the same scope as the replacement of the balcony railings.

Once the tenders are received, the Executive Committee will select a suitable quotation and proceed with the pool fence replacement.

9. Extensive Review of the By-Laws

A. **NOTED** that an extensive review and rewrite of the by-laws would cost approximately $11,000.00 however this may be less, depending on the level of rewrite required. As a starting point, the strata manager was requested to retrieve the by-law file from Grace Lawyers and hand over to Adrian Mueller of J.S. Mueller & and Co. for review.

Once received and reviewed, Mr Mueller will then be in a position to provide the Executive Committee with a firm estimate. Mr Mueller indicated that the process of redrafting the by-laws to a standard acceptable to the committee can be completed within the 6 month time frame provided which will ensure they are included on the agenda of the 2013 Annual General Meeting.

B. **RESOLVED** to accept the estimated fee proposal from J. S. Mueller & Co Solicitors of up-to $11,000.00 to review and redraft a new set of by-laws applicable to Strata Plan 50785 however it was noted, that a firm price will be provided for acceptance once the existing by-law file has been reviewed**.**

C. **DEFEATED** - To accept the cost agreement of Grace Lawyers to review and redraft a new set of by-laws applicable to Strata Plan 50785 for the cost estimate of $6,325.00.

10. J.S. Mueller and Co Letter and Recommendation Concerning Lot 21

A. **NOTED** that the report prepared by J.S. Mueller and Co. Solicitors on the mediation session that occurred on the 6th June 2012 was reviewed and discussed in detail. It was agreed that Adrian Mueller issue a letter to the representative of Lot 21 advising of the Executive Committee's desire to resolve this matter however seeking extra time in which to formulate a settlement offer.

B. **RESOLVED** that Adrian Mueller of J.S. Mueller and Co. Solicitors be engaged to provide advice and communicate any settlement offers as determined by the Executive Committee to the owner and his representative.

C. **RESOLVED** that the Executive Committee, in consultation with Adrian Mueller, formulate a settlement offer regarding the gazebo structure above the elevator tower, lift maintenance costs and payment of licence fees for the grease trap and exhaust system.

11. Breach of Special By-Law 33.10

RESOLVED that in accordance with the Initial Compliance Report and Special By-Law 33.10 Mats In Passageways, all residents to be notified that they have seven days to remove any mats on common property, after which time the Owners Corporation will arrange for its removal.

12. Next Executive Committee Meeting

RESOLVED that the date of the next Executive Committee Meeting be scheduled at a later date once tenders are received for the balcony railing & pool fence replacements.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.40PM