STM | STRATA TITLE MANAGEMENT
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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting of the Owners Corporation of **Strata Plan 50785**
Held in the Offices of Strata Title Management
Located on Mezzanine Level of 191-193 Taren Point Road, Taren Point
on **Tuesday, 10 December 2013** commencing at **6.30pm**

PRESENT:	S Jarvis (Lot 34), J Forrest (Lot 39), K O'Shea (Lot 56), R Earle (Lot 90 & 96), J Farlow (Lot 91), Mr E Korbel (Lot 104)
PROXY:	C Beebe (Lot 54) to K O'Shea
APOLOGIES:	C Beebe
IN ATTENDANCE:	C Lock (Lot 51), J White (Lot 84), N Bayliss (Lot 86) John Stevens of PREMIER CONTRACT CLEANING PTY LTD Nina Ashfield-Howell of STRATA TITLE MANAGEMENT
CHAIRMAN:	Nina Ashfield-Howell

There being a quorum present the chairman declared the meeting opened at 6.34pm.

MINUTES

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meeting held 10 September 2013 be confirmed as a true and accurate account of the proceedings of that meeting.

MOTION 2
Financial Statements

RESOLVED that the financial statements for the period 1 March 2013 to 28 November 2013 be adopted. It was noted that the cash at bank balances as at 28 November 2013 were as follows:

Administration Fund Balance	**$ 77,757.78**
Sinking Fund Balance	**$920,681.47**

It was further noted that the term deposit of $500,000.00 matured on 9 December 2013 and has now been reinvested for a further 4 month period with Suncorp at a rate of 3.82%.

MOTION 3
Building Works Protocol

RESOLVED that John Forrest and John Stephens would liaise together to prepare a suggested protocol in relation to facilitating and coordinating building works at the complex for formal consideration by the Executive Committee at the next meeting.

MOTION 4
Building Manager's Report

RESOLVED that the Building Managers report was tabled and that a copy be affixed to the Minutes Book with the following additional actions noted/determined:

- **Garden Report –** Comments provided by the gardening contractor were noted.

- **Fire Door Replacements** – It was noted that Gwando Fire Doors has completed a total of 8 fire door replacements using 316 stainless steel frames. Doors replaced were to loading dock door, generator double door, fire exit doors from foyer into pool area, roof top exit and two fire doors B2 opposite Hogs Breath and exit fire door into 'A' block area. It was further noted that Higgins Painting Services is in the process of painting the frames and doors.

- **B-Block Spitter Installation -** It was noted that Buildsense has completed the installation of over flow holes in the 'B' block balconies. Apartments B15, B16, B17, B18, and A6 had spitter holes installed.

- **Swimming Pool Leak Testing** – It was noted that no structural leaks were found to the pool during the recent leak testing. The building manager believes the water ingress into the B1 car park is entering through the expansion joints in the terracotta tiles area adjacent to the pool.

  It was agreed that Darren De-La-Garde be requested to apply Sikaflex to the expansion joints in the first instance and see if that resolves the problem.

- **Cracked Tiles to area outside Zink** – It was noted that the tiles outside Zink are cracking further again. It was agreed that the building manager and John Forrest will together carry out a more detailed inspection of the area and submit a report to the Executive Committee on a suggested repair method.

- **Pool Fencing** – Colorfen are in the process of installing the pool fencing and are using stainless steel screws to mount the fence in replacement of galvanised screws. The building manager confirmed that he had recently met with the fencing contractor to address some installation procedures and requested a micron thickness coating on the fence.

- **Water Run Off from Balconies** - Correspondence was tabled from the tenants of C3 concerning residents hosing off their balconies causing water to cascade down soaking balconies and courtyards on the lower levels. It was agreed that a letter be issued to all residents concerning this matter. The Strata Managing Agent undertook to provide a draft letter to the Executive Committee for approval before issuing.

- **Apartment C3 Application** – The residents of Apartment C3 submitted a written request seeking approval to install 9 panels of clear Perspex to the courtyard side of the railing separating C3 courtyard and the pool area to reduce the high wind tunnel affect. It was agreed that approval be granted on the condition that Lexan is used instead of Perspex which is a more durable and high quality material.

MOTION 5
Balcony Railings

NOTED that John Forrest and Allan Bailey prepared a scope/brief and expression of interest document concerning the replacement balcony railings to issue to prospective contractors and a separate brief for project managers. It is anticipated that balcony railing options will be presented at the next meeting for consideration.

It was agreed that residents should be warned to be vigilant in supervising children on the balconies due to the climbable element and to ensure proper adult supervision of children using the pool and spa areas. The Strata Managing Agent undertook to prepare a draft letter for review and approval by the Executive Committee before it is distributed.

MOTION 6
Building Works

A. **Update on BuildSense Works** – It was noted that BuildSense have completed the works on C74, C75 and C53. Inspections were carried out together with the building manager, owners of C74 & C75, Shane Vella (Lindenvel Group) and Andrew Kerin (BuildSense). Owners advised they were happy with the works completed and confirmed that after recent heavy rain, no evidence of water ingress was detected.

   It was further noted that rope access will be used to install weephole covers over the windows of C74 and C75 as this is where seepage exit holes were installed. While onsite the expansion joints on the eastern side of building near C17 will be further inspected.

   Building manager confirmed that Apartments C76 and C26 still have minor works to be completed. It was agreed that Buildsense be instructed to finish off all required repairs to 'C' block before any works to 'A' block commences.

   It was noted that A8 & A11 were remaining in the BuildSense contract along with some minor works to A9. It was further noted that the owner of A8 had made a request to Mr Bayliss that the work to his apartment be put on hold until after the summer season is over. Mr Bayliss further advised that the owner of A8 indicated that he along with the neighbouring top floor 'A' block apartments would also like a roof cover to be installed over their balconies as an alternative solution to the water ingress problem which they would contribute towards, if approved.

   It was agreed that the owner of A8 be invited to prepare a formal proposal for review and consideration by the Executive Committee at the next meeting. It was noted that a by-law and DA approval would be required for such an installation. In the meantime, Buildsense is to be requested to return to 'A' block in the New Year and review other possible options to resolve the water leaks into A8 & A11.

B. **RESOLVED** that Variation 5 from Build Sense for additional works to C49 & C72 for cost of $9,500.00 including GST be approved. Variation works to C49 & C72 includes the removal of bricks below window in bedroom 2 of both apartments to apply a Wolfin sill flashing and weepholes. The Strata Managing Agent was requested to execute the variation to allow Buildsense to commence with the works.

MOTION 7
Consumer, Trader & Tenancy Tribunal (CTTT) Orders

NOTED that the determination from the Adjudicator is yet to be received.

MOTION 8
By-Law Review

NOTED that there is no further update on the redrafting of the by-laws at this time.

MOTION 9
Restaurants

RESOLVED that the following matters relating to the commercial lots were discussed and the below listed actions noted/determined:

A. **Complaint of Skateboarders Jumping Steps down to Hogs Breath Cafe** – It agreed that the building manager look at options on resolving this issue and refer to the Executive Committee for a decision.

B. **Meeting with Commercial Operators** – It was agreed that Kevin O'Shea arrange another meeting with the commercial operators early in the New Year to discuss and resolve issues concerning parking, unauthorised signage banner to Opah and the ongoing and deliberate disabling of the alarm to the door in the walkway between Splash and Alphabet Street which is creating a security issue. Kevin O'Shea undertook to report back to the committee on the outcome of the meeting once it has taken place.

MOTION 10
By-Law Breaches

NOTED that the unauthorised banner to Opah Restaurant will be addressed at the forthcoming meeting with the commercial operators.

MOTION 11
Section 45 Notices - Notice to Comply (NTC) with a By-Law

A. **MOTION DEFEATED –** In accordance with Section 45 of the Strata Schemes Management Act 1996, that a Notice to Comply with a By-Law be served upon the occupants of **Lot 96** (**Apartment C68**) for breach of special by-law 32.1 in relation to parking vehicles on common property without the approval of the owners corporation despite repeated requests.

Note: Ron Earle undertook to resolve the parking issues with his tenant by providing another garage remote control device which was reported to be the reason for the parking breaches.

B. **MOTION DEFEATED** - In accordance with Section 45 of the Strata Schemes Management Act 1996, that a Notice to Comply with a By-Law be served upon the occupants of **Lot 96** (**Apartment C68**) for breach of Special By-law 37.2 in relation to keeping the garage door open despite repeated requests.

Note: Ron Earle undertook to resolve this issue with his tenant.

MOTION 12
Alphabet Street Proposal

NO PROPOSAL SUBMITTED TO REVIEW AND CONSIDER - That the proposal from the owners of Alphabet Street to level out their exclusive use area, including the installation of a step, with as close as possible matching tiles be reviewed and considered. (Proposal to be tabled at the meeting).

MOTION 13
Next Executive Committee Meeting

RESOLVED that the next formal Executive Committee meeting be held on **Tuesday, 12 March 2014** in the office of Strata Title Management, Mezzanine Level, 191-193 Taren Point Road, Taren Point commencing at 6.30pm.

GENERAL BUSINESS:

Prior to the close of meeting, Neville Bayliss advised of 'PRIDE', the name of the volunteer group which stands for:

Present, **R**esidents, **I**nterested **D**eveloping **E**xcellence.

The group currently consists of Neville Bayliss, Geoff Schuberg, Colin Lock and Peter Dobson however is open to other residents joining.

In the first instance, the group intends to work on projects such as improving presentation of the nature strip on Gerrale Street and McDonald Street, tidying up pool workmanship, cleaning off marks from walls in foyers.

The group will commence in the New Year and work mainly on Monday mornings.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.00PM