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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF BUSINESS dealt with at the Executive Committee Meeting of
Strata Plan No 50785
Held in the Office of Strata Title Management
Located **Mezzanine Level, 191-193 Taren Point Road, Taren Point** NSW 2229
On **Wednesday, 5 October 2016** commencing at **6.30pm**

PRESENT: D Oliver (Lot 30), S Jarvis (Lot 34), M Bright (Lot 41), C Beebe (Lot 54), K O'Shea (Lot 56), E Thompson (Lot 67), S Hansen (lot 72), S Carruthers (Lot 79),

PROXIES: D Gourley (Lot 83) to C Beebe (Lot 54)

APOLOGIES: D Gourley (Lot 83)

IN ATTENDANCE: N Bayliss (Lot 86)
John Stevens of Premier Contract Cleaning Pty Ltd
Daniel Goodwin of Strata Title Management

CHAIRPERSON: Daniel Goodwin

MINUTES

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

CONFIRMATION OF RECORDS

MOTION 1	***Minutes***

RESOLVED that the minutes of the previous Executive Committee Meeting held 6 July 2016 be confirmed as a true and accurate account of the proceedings at that meeting.

MATTERS ARISING FROM PREVIOUS MINUTES

MOTION 2	***Matters Arising from Previous Minutes***

All matters arising from the previous meeting were covered in the building report update (Resolution 5)

FINANCIAL MATTERS

MOTION 3	***Financial Statements***

RESOLVED that the financial statement of accounts for the period **01/03/2016 to 28/09/2016** as presented, be adopted.

BALUSTRADING REPLACEMENT PROJECT

MOTION 4	***Replacement of Balcony Railings***

The following update on the progress of the balustrading project was noted:

- The project manager is currently on leave until 10th October.
- The works are progressing well, with floors 9 & 10 to be completed, with 6 units remaining.
- Feedback generally has been that residents are happy with the works completed to date.
- Of the $60,000 contingency allowed for, only around $3,000 has been required to date.
- Neville Bayliss presented the meeting with various cleaning methods to be suggested to residents. The issue of dirty water dripping onto units below was noted and it was requested that residents be wary of this and to be courteous to neighbours below when carrying out the cleaning.
- A quote for C1, C5 & C6 fencing was tabled by Stephen Jarvis for future consideration.

BUILDING MANAGEMENT

MOTION 5	***Building Manager's Report***

RESOLVED that the Building Manager's report be accepted with the following further action items determined/noted:

1. **C71 Bedroom Windows –** Leaking Windows – John Hoff has placed rubber seals on the inside of the awning windows and sikaflex on the inside of the seals. To be monitored.
2. **C17 Fire Doors –** Failed last inspection. It was agreed to proceed with the cheaper quote from Robson doors for replacement and repair to the door frame for $2904.66 inc GST OR the quote not yet received from Easyfix.
3. **C51 Kitchen Ceiling Repair** – Noted that John Duff Property Maintenance has been contracted for the works.
4. **Gerrale Street Front Entrance** – Paint is peeling from the right side wall front entrance steps. Affinity Building has been requested to attend. In progress.
5. **Beams in A & B Block Gerrale St Entrance** – Quote received from Affinity Building for the repair of the cross beams at a cost of $3,492 + GST. In progress due to work load.
6. **False Fire Alarms** – It was noted that there were continual issues with the fire alarm system. A quote has been received from Newsound for approximately $60k for replacement of the FIP (as covered later in the report).
7. **C27 – Entry Doors** – Doors have been replaced at a cost of $2,264.46 by Adam Peters. The Managing Agent was requested to add the cost of the works to the owner's ledger.
8. **C77 Water Ingress** – Water Penetration to North Eastern section of penthouse – Works have been completed to place weep hole covers to stop water penetration within the cavity wall.
9. **C76 Water Ingress** – As per above, however water is still entering and further investigations by Affinity Building is continuing.
10. **Metal Structure on C76 & C 77** – Affinity has been asked to quote for repair of the rusting metal structure.
11. **C3 Door Hinges** – Hinge pins were replaced and hinges cleaned. Further works will be required on other doors with single doors.

12. **Pool Tiles Edging** – Fibrestyle Pool Resurfacing have been requested to replace the cracked tiles. The Building Manager noted great difficulty in contacting the contractor and it was agreed that continued follow-ups be made.
13. **Residential Hinge Pin Replacement** – Noted that almost all hinge pins have been replaced in order to satisfy the AFSS.
14. **C71 window handle** – Window restriction lock to be completed by Rollers & Wheels in the coming week.
15. **C11 Front Door Handle** – Work competed by Shire Locksmiths.
16. **Hydrant Bypass Gaskets** – It was noted that 2 rubber gaskets were replaced at the hydrant bypass.
17. **Hose Reel Stop Valve Next to the Lifts** – Water was leaking from the nozzle and it was noted that the repair has been made.
18. **C59 Balcony Sliding Door** –Reported as being heavy to slide. Rollers were replaced.
19. **A3 & A4 Entrance Stair Nosing** – It was noted that A3 & A4 stair nosing was completed successfully at a cost of $542.48 for supply and $383 for installation. It was agreed to also proceed with A1 & A2 Nosing.
20. **Plant Room Pump** – It was noted that the cold water pump burnt out and it was agreed to proceed with the replacement at a cost of $2,145 inc GST.
21. **Connection to Back up Generator** – Maintenance was conducted on 11 July at a cost of $2695 inc GST.
22. **Stair Pressurisation System** – It was noted that works have been completed for the replacement of the fire stair fans due to the old system being outdated and seizing – cost was $5995 inc GST. Works were due to motor fusion and a claim is to be lodged on the Owners Corporation insurance policy.
23. **Hydrant Landing Valves** – 28 hydrant landing valves were replaced at a cost of $8338 inc GST (this was as part of the AFSS).
24. **Addressable Fire Alarm System – A & B Block, C Tower** – It was noted that one quote has been received for a cost of $64,779 from Newsound. Awaiting comparative quotation from Southside Fire.
25. **C2, C40, C69, C71 Balcony Sliding Doors** – Due to water penetration these doors are required to be replaced. Quotes were received from Neils Glass ($64032.10 inc GST) and Dyna-Fix ($59,676.20). It was agreed to proceed with Neils Glass if the quotation can be lowered to under $60,000, otherwise to proceed with Dyna-Fix.

MOTION 6	***MYBOS Building Management Software***

It was acknowledged that the Software is not currently being used to its full potential and that progress on the use of the system and its features should be monitored.

MOTION 7	***Proposed Pool Shade Works***

Various pool shading specifications were tabled and discussed. Several alternative options were also discussed, but it was agreed that the Building Manager arrange for the purchase of 3 more umbrella bases and 6 more lounge chairs. The current system seems to be working adequately.

SAFETY COMPLIANCE

MOTION 8	***Work, Health and Safety Inspection***

It was noted that the majority of items listed have now been addressed and the item can be removed from the next Executive Committee Meeting agenda.

MOTION 9	***Child Safety Window Restrictive Devices***

It was agreed that the Building Manager arrange for the coordination of the child safety locks with works to be scheduled for the end of 2016.

MOTION 10	***Fire Safety Fee Proposal***

NOT RESOLVED that the fee proposal from Environet for the following works be approved:

Part 1. Building Approvals/Certification/Services Review
Part 2. Tender Specification Documentation & Tender Services Regime
Part 3. Fire Safety Services Maintenance & AFSS Regime Management

It was agreed that a meeting be arranged with Newsound in regards to their performance and how the AFSS procedure can be managed. Meeting to be arranged by John Stevens, Carey Beebe and Kevin O'Shea.

COMMERCIAL LICENCE FEE

MOTION 11	**Commercial Licence Fee**

It was noted that the license fee is not to be charged for the prior period.

APPLICATIONS

MOTION 12	***Applications for Renovations***

No applications were received relating to renovation works by individual owners and therefore no appropriate approval/action required.

BY-LAW COMPLIANCE

MOTION 13	***By-Laws***

The following breach of by-laws were discussed and appropriate action determined.

C77 Go Karts - It was agreed a further letter is to be sent to inform the C77 owners of the noise impact they are having on their neighbours.

Renovation By-Law (lot 55) – Neville Bayliss advised that there were several issues with the wording of the draft by-law which need to be addressed. He agreed that he would share the views on the suggested amendments with members of the committee at a later date.

Smoking - Carey Beebe agreed to arrange a notice for the notice board concerning smoking.

Commercial Occupants Complaint – A complaint was tabled concerning the smells from the Splash exhaust system. It was agreed that the Managing Agent write to all commercial occupants requesting the cleaning regimes for shute cleaning, duct cleaning and pest control.

MOTION 14	***Insurance Excess & Cost Recovery***
Resolved that the draft by-laws tabled for insurance excess payment and cost recovery be added to the next General Meeting agenda.	

MOTION 15	***Move In and Out Procedure***
It was agreed that Kevin, John and Steve would be the sub-committee to suggest amendments to the current procedure including the addition of bond conditions.	

PRIDE UPDATE

MOTION 16	***Pride Update***
An update was provided by Neville Bayliss, representative of the PRIDE volunteer group on recent and future projects. Pride are awaiting advice from the Executive Committee as to how to proceed with the cleaning of the front foyer tiles.	

NEXT EXECUTIVE COMMITTEE MEETING

MOTION 17	***Next Executive Committee Meeting***
Resolved that the next meeting of the Executive Committee be held at the office of Strata Title Management on Wednesday 18th January 2017 at 6:30pm.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.16PM