

MINUTES OF AN EXECUTIVE COMMITTEE MEETING
THE OWNERS - STRATA PLAN 52948

ADDRESS OF THE STRATA SCHEME:

Macquarie Gardens, 1-15 Fontenoy Road, Macquarie Park NSW 2113

DATE, PLACE & TIME OF MEETING: A meeting of the Executive Committee of The Owners - Strata Plan 52948 was held on 16/03/2017 07:00 PM at the offices of Waratah Strata Management, Suite 200, 160 Rowe Street, Eastwood.

PRESENT:

Lot #	Unit #	Attendance	Owner Name Representative
3	3	Yes	Lorna Zelunzuk
88	88	Yes	Marianna Paltikian
112	112	Yes	Carlos Fornieles Montoya
142	142	Yes	Genelle Godbee
147	147	Yes	Moses Levitt
151	151	Yes	Maureen McDonald
181	181	Yes	Stan Pogorelsky
200	200	Yes	John Gore (following election to strata committee)
218	218	Apology	Jeffrey Wang

IN ATTENDANCE:

John Gore (until elected to strata committee)
Thomas Karolewski (21)
Simon Wicks - Waratah Strata Management
Robert Crosbie - Waratah Strata Management

CHAIRPERSON (acting):

Robert Crosbie

Minutes of the meeting:

1 MINUTES

Resolved that the minutes of the last executive committee meeting be confirmed as a true record of the proceedings of that meeting.

2 STRATA COMMITTEE VACANCY

Resolved that the resignation of Sandra Quick from the Strata Committee be recorded. Further resolved that John Gore (Lot 200) be appointed to fill the vacancy on the committee.

3 FINANCIAL REPORT

Resolved that the financial reports for the current financial year were tabled and discussed. Further resolved that the strata manager is to check the previous BCS accounts to ensure that the gas and electricity charges have been correctly coded.

4 INVESTMENT ACCOUNTS

Resolved that the managing agent be authorised to place \$800,000 of Owners Corporation funds into term deposits with various banking institutions, with the allocation, location and term of these deposits to be confirmed by Mo Levitt and the strata manager.

5 PAINTING CONTRACT

Resolved that the contract for the repainting of the building was tabled and discussed. The painting contractors have been instructed to paint 2 alternate colour schemes recommended by Dulux on the walls of the pool building to enable the strata committee to choose their preferred colours.

6 LIFT CONTRACT

Resolved that the lift maintenance contract which expires on 30 June 2017 was discussed.

Quotes to carry out maintenance audits on the lifts and to place the lift maintenance contract out to tender were tabled from Thomson's Elevator Consultancy Services at a cost of \$3,960 incl. GST and from JCA Lift Consultants at a cost of \$4,125 incl. GST. Further resolved that the quote from Thomson's Elevators was accepted.

Further resolved that strata manager is to notify ThyssenKrupp that their contract is terminated effective 30 June 2017, but that they will be invited to re-tender for the lift maintenance by Thomson's Elevators.

7 CAPITAL WORKS FORECAST

The current Capital Works Forecast report was discussed. Resolved that the quote provided by BIV Reports to prepare a new Capital Works Forecast report at a cost of \$2,090 incl. GST was accepted.

8 PARKING

Following discussion on issues with the use of visitor parking spaces it was resolved that:

- The strata manager is to discuss with Council the use of the open space between the property and the M7 for resident parking.
- If Council approval for resident parking is received, that quotes be obtained for the resurfacing of the land to make it suitable for parking, including installing parking bays, signage, etc.
- Council be requested to not lock the Council carpark in Fontenoy Road opposite the property at night, so that carpark is available for resident use.
- If Council land can be used for resident parking, all residents will be notified that the use of the visitor parking spaces will be strictly enforced for use only by genuine visitors to the property and is not to be used by residents under any circumstances.

9 INSURANCE VALUATION

Resolved that the strata manager be instructed to obtain an updated insurance valuation.

10 WINDOW SAFETY DEVICES

Resolved that in accordance with the requirement of section 118 of the Strata Schemes Management Act 2015, the Owners Corporation will install complying window safety devices to all windows to which this section applies. Updated estimates for this work are to be obtained on a per lock basis as it is not possible to obtain an accurate quote due to the varying number of windows in each unit. Keyed window locks are to be installed, not fixed restriction devices which cannot be unlocked. The cost estimates are to be forwarded to the committee for approval by email response.

11 ANNUAL FIRE SAFETY STATEMENT

The status of the preparation of the Annual Fire Safety Statement for 2017 was discussed. The strata manager advised that Eagle Fire Protection have completed their inspection of all units, provided quotes for required repairs, with this work nearly completed, so that the Annual Fire Safety Statement will be completed prior to the lodgement date in April 2017.

12 BCS FINAL INVOICE

Resolved that the final invoice from BCS was tabled and is not approved for payment.

13 MCCULLOCH & BUGGY EMAIL

The correspondence from McCulloch & Buggy Lawyers regarding an insurance claim was tabled and discussed. The strata manager advised that he has reviewed all of the relevant correspondence and that a Legal Defence insurance claim relating to legal action commenced by owner of Lot 158, totalling \$28,511.24 was lodged in 2012/2013. Following deductions of \$1,000 Excess and \$2,591.93 GST, the strata plan received \$24,919.31 from CHU Insurance. Following an NCAT order against Lot 158, the strata plan received \$8,800 from Lot 158 on 22 July 2014 being a refund of the strata plans legal expenses in relation to this matter. CHU Insurance have requested and are entitled to receive these funds. Resolved the strata manager is to pay \$8,800 to CHU Insurance.

14 WATER & GAS COST REIMBURSEMENTS

Resolved that the form to be used to allow owners to claim water and gas usage reimbursements was reviewed and the strata managers are authorised to use the amended prescribed form, in accordance with Special By-Law 13. Resolved a copy of this new claim form is to be issued to all townhouse owners for future use. Further resolved that due to the recent change of strata managers, townhouse owners will be able to claim for the last 2 quarters of previously unclaimed expenses, but only until 31 March 2017 when the normal "claim within 60 days of payment" rule will apply.

Further resolved that the Lot 213 has replaced the gas cooktop with electric, so are no longer entitled to gas usage reimbursements and are not to be charged for additional gas points.

Further resolved that the levy accounts of the following units are to be charged \$220 incl. GST on their May levy notice, being the annual charge for the additional gas point within those units:

Lots 3, 8, 59, 62, 68, 102, 127, 144, 147, 148, 163, 167, 181, 182, 194, 199, 206, 209.

15 TELECOMMUNICATIONS EQUIPMENT

The current status of the telecommunications equipment was discussed. The strata manager advised he has reviewed and obtained copies of all relevant correspondence and can advise that BigAir Group Ltd provided a proposed Licence Agreement on 2 December 2013. Resolved that the strata manager is to contact BigAir to recommence negotiations over entering into a suitable licence agreement with BigAir, including payment of the licence fees previously agreed with Big Air's predecessor Whome, and including payment of the strata plans electricity and legal costs. Further resolved that if negotiations with BigAir are unsuccessful, the strata manager is authorised to lodge a complaint with the Telecommunications Ombudsman.

16 LOT 158 CORRESPONDENCE

Correspondence from Lot 158 was tabled and discussed as follows:

- Garden Bed Repairs - Repairs to the garden bed walls are being carried out as part of the painting project.
- HWS Replacement - The old hot water services are being replaced as they fail with banks of commercial grade instantaneous gas hot water systems.
- Top floor unit plumbing leaks - If any of the top floor units continue to experience multiple leaks of pipework in the ceilings and the caretaker/plumbing contractors believe that it is necessary to remove the ceiling to carry out a full replacement of all pipework to properly resolve the issue, quotes are to be obtained for this work.
- Fire Services Maintenance Contract - The committee expressed their satisfaction with the work being carried out by Eagle Fire Protection and on the basis they have worked at the building since it was constructed and know the full operation and history of the fire equipment in the building, the committee do not want to consider changing contractors.
- Committee Email Addresses - The committee do not wish to provide their personal email addresses to all owners. Owners should direct their correspondence to Waratah Strata

Management who will then forward the correspondence to the committee as required.

- Roof Membranes - The membranes on the roofs of Blocks A, C and half of B are to be monitored for leaks and will only be replaced when required.
- Storeroom Rubbish - Large items of obsolete equipment that is currently being stored in the rooftop storerooms (which are not accessible to residents or the public) are only to be removed if a crane or other suitable method of removing the items is needed at the block for any other purpose, such as roof repairs.
- Running Machine - The committee acknowledge that the old running machine stored in the basement garage is being used for spare parts for the other running machines and agree for this to continue subject to the gym equipment maintenance contractors being happy to certify the use of those parts when used.
- Strata Committee Training - The committee advise that 5 of the 8 members elected at the 2016 AGM completed free committee training put on by BCS Strata Management on 10 November 2016.

17 GENERAL BUSINESS

The following general business items were discussed:

- By-Law Review - The strata manager is to obtain quotes from suitable specialist strata legal firms to conduct a review and provide recommendations for updates of the strata by-laws to enable these to be discussed at the 2017 AGM. These quotes are to be sent to SC members for acceptance by email instruction if less than \$12,500.
- Pergolas - The determination provided by the Land Titles Office dated 27 July 2000 that the covered pergolas are Owners Corporation responsibility was tabled and discussed.
- Driveway Repairs - Quotes to repair a section of driveway from RJ Bird at a cost of \$11,350 incl. GST and Dural Building Services at a cost of \$ 13,750 incl. GST were tabled. This work is to be discussed with the Building Manager to see whether he is able to do or arrange the work to be done at a cheaper price. If not, the strata manager is to accept the quote from RJ Bird.
- Unit 80 Email - The committee have no objection to the installation of plantation shutters to the doors and windows of Unit 80 as long as the external colour is white, and no objection to the installation of wooden floors subject to compliance with the strata by-laws.

18 NEXT MEETINGS

Resolved that the next Strata Committee meeting is to be held on Thursday 20 April 2017 at 6.00pm in the offices of Waratah Strata Management. Resolved the date of the Annual General Meeting is to be 26 October 2017, subject to any change that may be required prior to the agenda being issued.

CLOSURE: There being no further business, the chairperson declared the meeting closed at 09:50 PM.