

The Brunswick SP72924

Minutes of Strata Committee Meeting 11 September 2018 Held at Uniting Church Terrigal

1. **Opening Remarks.** Chairperson Russ Burnet declared the meeting open at 7:00pm and advised the Committee of the passing of Mrs Pauline Sharp, Unit 30. The Committee extends its sympathies to Pauline's family and close friends. WB is to arrange for flowers to be sent to her family.
2. **Attendance and Apologies**
 - 2.1 RB submitted a signed statement from the Committee consenting to hold this meeting at short notice. The statement was signed by all who attended the meeting.
 - 2.2 **Attendance:** Chair Russ Burnet (RB), Wayne Brown (WB), Murray Vaughan (MV), Michael Tabone (MT), D. Whitaker (DW)
 - 2.3 **Apologies:** Ann Conning (AC), Lisa Velickovich (LV)
 - 2.4 **Observing:** None
3. **Conflict of Interest Statement**
 - 3.1 None declared.
4. **Minutes of Meeting 14 August, 2018.**

- 4.1 MT made the meeting aware that there were two minor editorial errors in the minutes and tabled an updated copy which is more accurate.

Motion: Corrected minutes as presented to the meeting by MT are accepted and are a true and accurate record of the meeting.

Moved: Michael Tabone Seconded: Dick Whitaker Carried

5. **Matters Arising** from previous meeting
 - 5.1 The matter of the claim for a replacement air conditioner has been investigated and the owner advised that the claim has been rejected. The owner concerned has been advised in writing.
 - 5.2 Debt recovery action has been commenced by the Strata Management to recover outstanding Strata Levies. Some outstanding payments were received.
6. **Financial reports**, including delegation and authorising payments. MV presented a comprehensive report on the current financial situation of the body corporate accounts, receipts and expenditure.

Income and Expenditure.

- 6.1 **Administration Fund** shows a deficit (reduction in owners' equity) of \$11,712 for the month. YTD currently shows a Deficit of \$25,390. There was very little income but a slight increase in total expenses brought about by the payment of Pest Control \$2,800 and Repairs to gates, \$1,831.

- 6.2 **Capital Works Fund** YTD currently shows a surplus of \$11,381 for the month. During the month a number of long outstanding invoices from GB Electrical Contractors for gate and garage door repairs were paid.

Balance Sheet as at 31/7/18.

- 6.3 Net Owners' Funds are \$210,432. Admin Fund \$168,570 and Capital Works Fund \$41,862. The majority of these funds are held in Macquarie Bank IBD's. \$30,165 maturing on 18/9/18 and \$101,150 maturing on 13/11/18.
- 6.4 Levies outstanding are \$10,414, Admin \$6,485 and Capital Works \$3,726 Interest \$203. Although a reduction during the month it is not acceptable. Our collection procedure should be communicated to all Owners. Action by Strata Manager
- 6.5 Payables are minimal but there two amounts not yet included in the Accounts, Anglican Church for Meeting Room hire approx. \$310 and Smoke Alarms Australia approx. \$4,800. Both amounts are from previous accounting periods.
- 6.6 The following invoices have been received for payment:
- | | |
|---|------------|
| • Baam Consulting – Painting Audit | \$1,194.05 |
| • See Accounting – Audit Report | \$330.00 |
| • Flagstone Construction – Repairs to brickwork | \$3,828.00 |
| • Peter Masis – carpentry repairs | \$1,194.06 |

Motion: That the Financial Report, as presented, be accepted and invoices passed payment.

Moved: Murray Vaughan Seconded: Dick Whitaker Carried

7. **Insurance.** Nothing to report.

8. **Other Reports.** (reporting by exception only)

8.1 Painting (WB) presented an update on the progress of painting of Stage 2:

- The painting is progressing despite the wet weather. Occasional rainy or misty showers have held up surface progress mainly allowing for rafters and eaves on the front of units 8 ,9,10 & 11.

8.2 Gardens and grounds (DW). The gardener has mulched extensively over the last 3 weeks with extensive vegetation clearance along the creek line (tip fees to follow). Some plant stress (lack of water) outside the Brunswick front gate (driest March to August period since 2004). Residents can water their front gardens – saves Brett time. Retaining wall near Unit 26 being pushed outwards by a nearby tree - Not urgent.

8.3 Pool (DW)

- Winter routine of one visit from Kewba per month. It was agreed that we should change to the summer routine of once per fortnight in October.
- Pool clean on Tuesday 28th August – water analysis provided. Two points of consultation indicated – hardness and salt. Email sent to Kewba.

8.4 Pest Control (WB). Active Termites were found in a Terrigal Drive Unit. The termite affected areas of the sub-floor of the unit was inspected on Monday 4 Sept. It revealed activity in several places resulting in the company needing to come back once the furniture was moved and conduct a more intensive testing. The subsequent inspection found other active nests. At no charge, Flick has placed above ground bait stations in the unit and will reinspect fortnightly until the termite activity ceases. It is now prudent to inspect the neighbouring unit to ensure that there is no termite activity. Strata Manager to arrange access to the Unit and for a service inspection to be carried out.

8.5 Lighting.

- Lamps replaced at Nos. 5, 12 and 13 on 15th Aug (Geoff Yates)
- 5 lamps taken across to Terrigal Road side (Wayne Brown) on 29th August
- 2 Lamps replaced outside #64 on 4th September.

8.6 Brunswick Road Gates. An electrical component has failed in the switch box that operates the inside remote activation of the gate by the ground loops. A quotation from GB Electrical for \$1,128.60 has been received to fit and test the replacement part. It was agreed that the quotation be accepted and repairs completed.

8.7 Tree Audit (AC). A quote has been provided by Coastal Arbour to remove Cotton Palms and overhanging tree branches at a cost of \$4,015. AC and RW to meet with the contractor to finalise the scope of works and identify the safety issues raised by Coastal Arbour in their quotation.

8.8 Newsletter and Website. Nothing to report.

8.9 Pet Registration. Nothing to report

9. **Correspondence.**

Received

- None.

Out

- Letter to Mr J.P. Granata rejecting the claim for replacement air conditioner
- Agenda for next Committee meeting 11 Sep 18.
- Minutes for Committee Meeting 14 Aug

10. **Issues Register**

RB presented the latest issue of the Register for discussion. The only pressing matter was the replacement of 415v electrical supply line to a Brunswick Road Unit. Currently waiting for an inspection and quotation to be provided by electrician.

MT suggested that the Committee meet on a frequent and informal basis to review the Issues Register. All were in agreement. RB to organise.

11. Any other Business

- 11.1 **High Window Cleaning** (RW). The issue of cleaning the very high windows was discussed. As the paint contractor was required to conduct the 12 month wash down of walls, they should be approached to conduct the cleaning of the high windows concurrently. To be actioned by the Paint Committee.
- 11.2 **Policy and Procedures** (RB) a procedure may be required to detail the emergency evacuation of the estate. RB is to investigate and draft a Evacuation Plan drafted if required.

12. Date of next meeting, 9 October 2018.

There being no further business, the Chairperson declared the meeting closed at 8:50pm.

Chairperson

Secretary

Attachment: Consent to Strata Committee Meeting at Short Notice