

**The Brunswick SP72924**  
**Minutes of Strata Committee Meeting 13 November 2018.**

**1. Attendance and Apologies**

1.1 **Attendance:** Chair Ann Conning (AC), Murray Vaughan (MV), Russ Burnet (RB), R. Whitaker (RW), Michael Tabone (MT)

1.2 **Apologies:**, Wayne Brown (WB),

1.3 **Observing:** None

**2. Conflict of Interest Statement**

2.1 None declared.

**3. Minutes of Meeting 9 October 2018.**

**Motion:** Minutes as presented are a true and accurate record of the meeting.

Moved: Russ Burnet

Seconded: Dick Whitaker

Carried

**4. Matters Arising** from previous meeting

4.1 None

**5. Correspondence.**

Received

- 12 October 2018 Letter of Resignation from L. Velickovich
- 12 October 2018 Mail from J.P. Granata requesting changes to the Brunswick Special By-law No. 10, Air-conditioning and Hot Water Systems.
- Email confirmation from Fair Trading to reschedule mediation (JP Granata) to 5th November 2018
- 7 November 2018 Fair Trading letter with Mediation Settlement Agreement to Dispute by J.P. Granata (to be distributed to all owners)
- 13 November 2018 Revised Petition to Owners by J.P. Granata (see General Business)

Out

- Minutes of Committee meeting 9 October 2018
- Spring Newsletter
- Committee notice of 'intention to rescind' Resolution 18 (Cotton Palms) of 2018 AGM.
- Notice to owners advising scheduled mediation postponed and rescheduled for 5 November 2018.

**2. Financial reports**, including delegation and authorising payments.

2.1 **General.** There have been quite a few issues addressed during October, principally replacement of faulty cabling, water leaks and Brunswick Rd. gate problems. All these have been paid and otherwise nothing of great consequence has occurred.

- Replacement cabling cost \$6,720. Paid from Capital Works Fund.
  - Roof leak repair cost \$360. Paid from Admin. Fund.
  - Brunswick Rd. gates cost \$2,447. Paid from Capital works Fund.
- 2.2 **Income and Expenditure Accounts.**
- Both Administration and Capital Works Funds showed surpluses for the month. Both enjoying a flush of income from Levy payments. Admin. Fund surplus \$38,389 (YTD -\$3005) and capital Fund surplus \$17,349 (YTD +\$19079). All expenses other than those already mentioned are reasonable.
- 2.3 **Cash at Bank and Investments.**
- Cash at Bank as at 30/10 was \$92,815
  - Macquarie Bank Term Deposits.
    - \$101,150 3 month term Rollover 12/11
    - \$30,265 2 month term Rollover 19/12
- 2.4 **Owners' Levies.** Only one outstanding payer who has received a legal notice. GBS has been encouraged to take strong action whenever any levy becomes overdue.
- 2.5 **10 year Plan.** This matter need to be actioned during the next 6 months. It is recommended that we engage an outside professional organization to do the task.

**Motion:** That the Financial Report as presented be accepted.

Moved: Murray Vaughan      Seconded: Dick Whitaker      Carried

### 3. **Insurance.** Nothing to Report

### 4. **Other Reports.**

- 4.1 **Painting.** MT presented Wayne Brown's update on the progress of painting of Stage 2:
- **Overview:** Units 8 to 12 have been finished and letters have been issued to owners for comment. It is envisaged a sign off for Units 8-12 be looked at in the near future. The new Project Manager is agreeable for the sign off procedure previously used to continue where we hand out the notice of completion to the owners prior to inspection. This has been done and results gathered. Should the climate stay stable a big change should be noticed by the end of November. The standard has been maintained.
  - **Maintenance.** Timber repairs have taken place to the slats around the pool in unit 11, also replacing some of the original framework that was untreated softwood, showing serious wood rot. Ceiling repairs required to a unit due to rain water damage is currently being quoted for approval following the roofing repairs recently carried out by NJ Roofing. A ceiling patch repair to another unit garage ceiling was also quoted..
  - **Letterbox Repair.** Repairs were satisfactorily carried out to the damaged letterbox caused by and paid for by Kennard's Hire

**Motion:** The Painting & Maintenance Report be accepted.

Moved: Dick Whittaker      Seconded: Murray Vaughan      Carried

### 4.2 **Gardens, Grounds and Pool**

- **Ground Maintenance.** The Committee discussed the feedback provided by Owners that was invited in the Spring Newsletter. It was decided that no further action would be taken with the palm tree removal near the Brunswick Rd. gates until further notice. On Saturday 3 November a large section of the Moreton Bay Fig at the rear of Unit 1 collapsed. The

Strelitzia near #26 also came down in this event. Coastal Arbor provided a quote of \$1650, which was accepted by the Strata Committee. The initial work has been done.

- **Pool.** Salt cell on Filter 1 needs replacing – not urgent but to be monitored with each pool clean. Pool cleans are now on a fortnightly cycle.
- **Lighting.** Replacement of the halogen lighting outside the front gates is planned before the end of the year. Terrigal Electrics inspected the fittings on Friday 9<sup>th</sup> November and will provide a quote for the repair of the lighting in the area.
- **Brunswick Rd Gates.** A series of failures of the Brunswick Rd. gates resulted in multiple call outs during October and early November. The metal bracket on the mechanism failed and replaced at a cost of \$354 which was approved by the Committee at the time.

**Motion:** The Gardens, Grounds and Pool Report be accepted.

Moved: Russ Burnet                      Seconded: Michael Tabone      Carried

4.3 **Pest Control (AC).** White ant activity surveillance maintained..

4.4 **Newsletter and Website.** Nothing to report. The Secretary is to contact Richard Lornie to obtain background on the website and other secretarial matters.

## 5. **Issues Register**

5.1 RB presented the latest issue of the Register which shows a significant number of issues completed. The Issues Register was reviewed and updated by the Committee at its recent meeting on 12 November 2018.

## 6. **General Business**

- 6.1 **General Meeting.** The Committee discussed holding a General Meeting (GM) to address the outstanding issues from the 2018 AGM, the motion proposed by Mr Granata to amend Special By-law 10 and request for reimbursement by Mr Granata for replacement cost of air conditioner (\$9,300). In view of the pending Christmas and New Year holiday period it was decided to conduct the GM in the new year to enable the maximum attendance by owners. Planning of the meeting will be done at the next Strata Committee meeting.
- 6.2 **Petition received from Mr Granata.** The Committee noted Mr Granata's request to distribute his petition to all owners. Although Mr Granata's petition contains a number of factually incorrect information, the Committee agreed to its distribution to owners.
- 6.3 **Claim for reimbursement by Mr Granata.** Mr Granata's claim for reimbursement was discussed and it was agreed that the matter be raised at the next GM for consideration and decision by owners.

There being no further business the Chairperson declared the meeting closed at 8:30pm.

Next Committee Meeting will be 12 February 2019.

Chairperson

Secretary