

# **The Brunswick SP72924**

## **Minutes of Strata Committee Meeting 20<sup>th</sup> March 2018**

### **1. Attendance and Apologies**

**Attendance:** Chair Ann Conning (AC), Peter Dimond (PD), Russ Burnet (RB)  
Lisa Velickovich (LV), Richard Whitaker (RW), Bob Hornby (BH).

**Apologies:** Wayne Brown

### **2. Conflict of Interest Statement**

None declared

### **3. Minutes of Meeting 6<sup>th</sup> February 2018**

Approved as a true and correct record

### **4. Matters arising from previous Meeting**

#### **NCAT Mediation.**

A mediation was held on 2<sup>nd</sup> March 2018 to address the issues that were brought by Mr Peter Cornish and Mrs Lynette Cornish, the owners of Unit 26. A copy of the Notice of Order is attached to the Notice Board. The Owners Corporation was represented by AC, WB and RB.

### **5. Financial Reports**

RB presented the financial summary from accounts prepared as at 28<sup>th</sup> February 2018. It was noted that \$100k had been invested into an interest-bearing account with Macquarie Bank for three months. The bank balance shown in the accounts was \$156K. Expenditure after the 28<sup>th</sup> February totalled approximately \$85K paid to Higgins and BAAM. This left a residue of 70K in the account. In the light of foreseeable expenditure and income from the next levy RB proposed that a further \$30K be put on deposit. The proposal was seconded by PD and carried unanimously. RB said the financial position was such that he was trying to offer some relief to the owners in the form of reduced levies. The meeting discussed various methods of applying the reduction and agreed that subject to further examination a motion would be put to the Owners at the AGM.

### **6. Insurance**

RB reported that he was now in possession of all the information concerning the strata insurance policy but was yet to arrange for a representative from the insurance company to make a presentation to the strata committee. RB reinforced the procedure of insurance claims and promised that all future claims will, in the first instance, be submitted to the Strata Manager and then passed to the Strata Committee for examination and finally to RB for forwarding to the insurer. RB remarked that it seems that a lot of people think that the strata insurer pays for everything. He urged all Owners to assess their own contents policies and any owners who have tenants to ensure that they are covered by Landlords insurance.

## 7. Correspondence

## Correspondence IN

Feb-18      Update: Fact Sheet (FEB. 2017)    Fair Trading  
Common Property and the lot; In a strata scheme.

05-03            to All:            Levy Notices

## Correspondence OUT

26-02 to ALL: February Committee Minutes

05-03 to All: Pest Inspections (55-64)

16-03 to All: March Committee Agenda

13-03 to All: Smoke Alarms Inspections

## 8. Issues Register

AC said that with the number of current live issues and the need for greater transparency of the committee's workings, it is mandatory that the issues register is well maintained. The register will be visible to owners and will become our working document. A prototype was presented to the meeting by RB and after some discussion was unanimously accepted by the committee as a positive way forward. A copy of the register is attached to the minutes for examination and comment by all Owners.

## 9. Reports (Reporting by exception only)

## 9.1 Painting

BH reported that whilst there were one or two issues outstanding in Phase I the work had now started on Phase two

## 9.2 Gardens and Grounds

AC reported that approval had been received from council for the pruning work.

UNIT 16 Request for additional planting to resolve privacy issues to be reviewed at the completion of the painting works on Phase 2.

Tree audit had been carried out and a three-year programme is being put into place. Trees have been categorised into high, medium and low risk. Trees will be tagged as to first or second year, owners will be advised, and their constructive comments welcomed.

### 9.3 Smoke Alarms

AC reported that an inspection of smoke alarms is about to begin, and a review is under way to determine if it is economic to continue with annual inspections. Most devices have been replaced and will be serviceable for a reasonable period.

#### **10. Website**

PD reported that while the current site had served us well in the past, the advances in technology, made it important for us to review our approach. The approach should aim to make the web site readily accessible and easy to update for committee members in their relevant areas of responsibility. From research carried out by PD we can obtain a more representative Domain name and access to web site building and support tools for a relative small cost. After some discussion it was agreed that PD would investigate further and produce a case study as to how we might move forward.

#### **11. Any other Business**

**12. Date of next meeting:** 1<sup>st</sup> May 2018

**Attachment:** Brunswick Issues Register