

The Brunswick SP72924
Minutes of Strata Committee Meeting 12 February 2019.

1. Attendance and Apologies

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

1.2 **Apologies:** None

1.3 **Observing:** Steve Hunt

2. Conflict of Interest Statement

2.1 None declared.

3. Minutes of Meeting 13 November 2018.

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

Moved: Michael Tabone

Seconded: Russ Burnet

Carried

4. Matters Arising from previous meeting

4.1 **Web Site.** See Other Business.

5. Correspondence.

Received

- Department of Fair Trading NCAT SC19/01624 dated 4 Feb 19

Out

- Minutes of Committee meeting 13 November 2018
- Letter to Adam Crouch re Neighbouring Tree on Dept of Housing Land dated 8 Feb 19

6. Financial reports, including delegation and authorising payments.

6.1 **General.** In January Murray presented (Emailed) a new style presentation for our Income & Expenditure Statements, basically a combination of Working and Capital Funds reported in 3 major expenditure categories.

- Administration & Management Expenditure
- Common Property Expenditure 3.
- Expenditure allocated to Owners' lots

6.2 Also initiated a procedure for the payment authorisation of invoices. Both changes seem to be working well.

6.3 Income and Expenditure Accounts.

- The 3 months trading resulted in a surplus of \$55,961 created mainly by the receipt of levies, YTD we have a surplus of \$41,574.
- The new categorisation of expenditure shows expenses are spread,
- 33.5% Administration & Management

- 45.6% Common Property
- 20.9% Owners' lots

6.4 **Cash at Bank and Investments.**

- Cash at Bank as at 31/1/2019 \$120,560 Macquarie Bank Term Deposits.
 - \$101,150 3 month term Rollover 12/11
 - \$30,265 2 month term Rollover 19/12

Motion: That the Financial Report as presented be accepted.

Moved: Murray Vaughan Seconded: Russ Burnet Carried

7. **Other Reports.**

7.1 **Painting.** Wayne Brown presented update on the progress of painting of Stage 2:

- **Overview:** Activity regarding painting has been nil since the 20th December 2018. A phone call to Danni Bulmer - Programme Manager in mid-January revealed they would most likely be returning mid-February to carry on to completion and he would let me know asap the anticipated schedule. I would expect to hear next week.
- **Maintenance.** Since our last meeting we have a few issues with water leaking into roofs. While some of these have been repaired, we still have orders outstanding.

Motion: The Painting & Maintenance Report be accepted.

Moved: Dick Whittaker Seconded: Murray Vaughan Carried

7.2 **Gardens, Grounds and Pool**

- **Ground Maintenance.** On 20th December Council granted permission to remove the damaged Fig Tree subject to several conditions. The Committee discussed and decided to seek arborist advice and quotations for the remediation (make safe) or removal of the tree.

Motion: Three quotations be sought from arborist to inspect the tree and quote for its remediation or removal depending on their advice.

Moved: Wayne Brown **Seconded:** Russ Burnet Carried

- **Pool.** Salt cell on Filter 1 has been replaced and pool cleans have now reverted to a fortnightly cycle.
- **Brunswick Rd Gates.** Working well. The pedestrian gate has had a pin pad entry fitted to it. Users of the pedestrian gates are asked to refrain from letting the gate slam shut.

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

Moved: Russ Burnet **Seconded:** Michael Tabone Carried

7.3 **Pest Control (AC).** White ant activity surveillance continues to be maintained.

7.4 **Website.** The web site is up and running and updated. Useful links has been refreshed and minutes of the SC meetings & AGM for 2018 have been

uploaded. The web site can be found on
<https://www.thebrunswickterrigal.com/>

8. Issues Register

- 8.1 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.

9. General Business

- 9.1 **Strata Committee Membership.** The Committee has a current vacancy following the resignation of Lisa Velickovich. Steve Hunt expressed interest in joining the Committee. Steve owns Villa 11 and provided the Committee with his biographical background.

Motion: That Steve Hunt be accepted as a member of the Committee to fill the current vacancy.

Moved: Michael Tabone **Seconded:** Russ Burnet Carried

- 9.2 **NCAT Hearing.** Planning and preparation of the Body Corporate response to Mr Granata's pending hearing application is well advanced. The Committee will wait to receive a copy of Mr Granata's submission which is due 25 Feb 19. We will then formulate our response for submission to NCAT for consideration.

- 9.3 **Report of Slip on External Stairs.** The external stairs on villas in Stage 2 have not been treated with any anti-slip material as has been done on Stage 1 villas. To avoid any further occurrence it was decided to investigate and obtain quotations to apply anti-slip tape on the treads.

Motion: Request GBS to obtain quotations to apply non-slip tape to external stairs on villas in Stage 2.

Moved: Russ Burnet **Seconded:** Dick Whitaker Carried

- 9.4 **Pet Register.** Applications were received from David Newham who has purchased Villa 61. The applications were approved subject to compliance with The Brunswick By-Laws. Steve Hunt has volunteered to maintain the Pet Register.

- 9.5 **General Meeting.** The urgency for a General Meeting has passed and the Committee decided to resolve outstanding issues at the next AGM.

- 9.6 **Gutter and Window Cleaning.** The need for periodic gutter and high window cleaning has become urgent. Following discussion on the prohibitive cost and the impasse of installing additional safety anchor points, it was decided to approach service providers to deliver periodic services using cherry pickers to access rooves. This method could equally apply to the conduct of roof repairs. Anchor points may still be required for rooves which cannot be accessed by ladder or cherry picker. GBS is to be approached to canvas local service providers and obtain quotations to deliver the service.

- 9.7 **Pending Resignation of Ann Conning.** Ann has successfully sold her Villa and will be leaving The Brunswick. Ann has agreed to continue to act as Chair until she leaves on 15 March 2019. The Committee expressed their sincere gratitude for her conscientious and dedicated service to the Owners and tenants of The Brunswick.

There being no further business the Chairperson declared the meeting closed at 9:50pm.

Next Committee Meeting will be 9 April 2019.

Chairperson

Secretary