

**The Brunswick SP72924**  
**Minutes of Strata Committee Meeting.9 April 2019**

**1. Attendance and Apologies**

1.1 **Attendance:** Acting Chair Michael Tabone (MT), Murray Vaughan (MV), Russ Burnet (RB), R. Whitaker (RW), Wayne Brown (WB), Steve Hunt (SH)

1.2 **Apologies:** None

1.3 **Observing:** Barbara Foster

**2. Conflict of Interest Statement**

2.1 None declared.

**3. Minutes of Meeting. 12 February 2019**

**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 **Gutter & High Window Cleaning.** A quotation has been received from Gumleaf offering gutter cleaning at a unit cost of \$220, inclusive of GST. They will inspect, clean, adjust fall if necessary and report, with photos, on suggested cleaning frequency of each unit. Gumleaf is fully insured and has the necessary safety equipment to access our roofs without the need for additional anchor points. Other contractors have been approached for quotations but all required additional anchor points. High Window cleaning remains an outstanding issue due to insufficient safety anchor points and prohibitive costs in their installation. Numerous window cleaning contractors have been approached but none have been willing to provide the service.

**Motion:** That Gumleaf be engaged to clean 10 units to assess the effectiveness of their service.

**Moved:** Steve Hunt                      **Seconded:** Murray Vaughan                      Carried

4.2 **Painting of steps with non-slip paint.** The task was completed with the exception of two Units where there were quality issues. GBS has tasked Wayne Masters remedy.

**Action:** GBS

**5. Correspondence.**

Received

- Department of Fair Trading NCAT SC19/01624 dated 12 Mar 19 – Directions Hearing 5 Apr 19.
- Department of Fair Trading NCAT SC19/01624 dated 13 March 2019

Out

- Minutes of Committee meeting 12 February 2019

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

6.1 **General.** Activity for the 2 months resulted in deficits in both the Admin Fund (-\$19,679) and Capital Fund (-\$2277). Total deficit for the 2 months is \$21,956, YTD there is a surplus of \$20,361. April will bring a flush of funds by way of levies. We are in a modestly good situation but certainly not “awash with cash”.

6.2 **Income and Expenditure Accounts.**

- The expenditure shows expenses are spread,
  - 31.5% Administration & Management
  - 53.4% Common Property
  - 15.2% Owners' lots

6.3 **Cash at Bank and Investments.**

- Cash at bank as at 31/3/2019 \$131,181
- Macquarie Bank Term Deposits.
  - \$102,364 3 month term Rollover 12/11
  - \$30,567 2 month term Rollover 19/12

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

**Moved:** Murray Vaughan

**Seconded:** Steve Hunt

Carried

7. **Other Reports.**

7.1 **Painting.** The major part of the work is complete now waiting the final inspection to take place Friday 12 April 2019. A request has gone out to all owners to notify the committee should they have any concerns with the finish of their properties, these will be collected this Thursday at lunch time from the Strata Manager and handed to Higgins and BAAM at the final inspection.

7.2 **Maintenance.**

- Repairs to gutter leaks and flashings have been approved to units 2, 9, 36, 55 and Unit 6 to be looked at under Work Order 008837. In addition to this now being Unit 38 to be included causing an overflow to the gutter at the front entry.
- Unit 9 has badly-stained walls on each end of the rear decking owing to a tree branch falling and taking the gutter with it, splashing water and leaf mulch as it was dislodged. These two areas will require repainting and it is recommended we contact the Strata Manager to organize a quote.

**Motion:** The Painting & Maintenance Report be accepted and action taken to obtain further quotations to complete repairs.

Moved: Wayne Brown

Seconded: Murray Vaughan

Carried

7.3 **Gardens, Grounds and Pool**

- **Ground Maintenance.** RW and MV continued with the preparation of a “Scope of Works” for ground maintenance services. The SC will continue to finalise.
- **Lighting.** Lights outside the main gates of Brunswick Rd failed on the 21st February. Terrigal Electrics attended on Tuesday 26 February and the lights were repaired, as well as those on the entrance keypad on the pylon outside the front gate of the Brunswick Rd entrance.

- **Tree Plan.** Three quotations were received for the pruning of the Morton Bay Fig. Coastal Arbor's quote of \$2750 for remediation work on the tree was accepted. Further quotations have been sought for the following:
  - A large dead swamp oak was identified in the creek area.
  - Removal of large branch fell down in the south side of the creek
  - Removal of two dead wattles to the rear of #1 and 2
  - Pruning of a stand of closely standing paperbarks in the same area.
  - Further pruning of overhanging limbs of the gumtree at the rear of unit 26, provided the integrity of the tree is unaffected. If pruning isn't possible then a recommendation on its removal to be obtained.
- **Pool.** Loose pool handrail repaired by Seaside Stainless Rails on Monday 11th March. The loose tile on the leading support section of the rail could be repaired by drilling and bolting to concrete slab underneath.
- **Brunswick Rd Gates.** Working well.

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

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

#### 7.4 **Pest Control.**

- The final inspection by Flick took place on 25 March showing no further activity after a lengthy eradication treatment. The building together with Grey Gums at the rear, along the southern side of the creek, have been treated and inspected and cleared of any threat.
- A quote has been requested for pots to be positioned and monitored along the creek edge at the rear of units 4 to 9 to keep a protective barrier in place.
- We are now in the position to determine what needs to be replaced or repaired to any effects caused along the eastern side of the boundary. It is recommended we call for quotes for any repairs required to return the Brunswick to it's original condition.

**Motion:** The Pest Control Report be accepted and action taken to obtain quotations to repair the damage.

**Moved:** Wayne Brown      **Seconded:** Steve Hunt      Carried

### 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. A copy of the register is available on request.

### 9. **General Business**

- 9.1 **Appointment of acting Chair.** In view of the pending AGM no action was taken to appoint a new Chairman to replace Ann Conning. It was agreed that MT chair meetings in the interim.
- 9.2 **Strata Committee Membership.** The Committee has a current vacancy following the resignation of Ann Conning. Three other members of the

Committee also indicated that they will not be seeking renomination. Barbara Foster expressed interest in joining the Committee. Barbara owns Villa 8. With the pending AGM it was decided not to seek new membership until then.

- 9.3 **NCAT Directions Hearing.** At the Directions hearing on 5 Apr 19 the NCAT Tribunal dismissed the Mr Granta's application because the Applicant withdrew the application.
- 9.4 **Installation of Safety Anchor Points.** The cost of fitting anchor points with ladder restraints to all roofs is prohibitively expensive. A recent estimate supplied by specialist provider, it would cost \$173,750 to cover 59 units, in addition to the mandatory annual inspection and certification cost for each anchor point. A quotation has been received from AnchorPro Services to fit out four units will cost \$5,322. The four identified units were selected due to frequent gutter cleaning implications and complex roof structures (high gutters and valleys). The SC decided to delay proceeding with the quote until the completion of work by Gumleaf is assessed.
- 9.5 **Annual General Meeting.** Discussion on the date of the AGM indicated that a June date was desirable depending on the availability of the audited financial statement. The suggested date was 17 June 2019 but MV was to determine the availability of the financial statement before confirming the date.

**Post Meeting note:** MV has determined that the audited financial statement can be made available by week ending 7 June 2019. To enable the Treasurer to prepare his report the suggested date will now be 24 June 2019.

- 9.6 **Recording and Monitoring of The Brunswick Maintenance.** It is becoming evident that the Committee needs visibility of what maintenance is being performed on units and common property. Following discussion SH agreed to investigate a methodology for the recording of all maintenance performed within the complex.

**Action:** SH

- 9.7 **Deterioration of Brunswick Road Entry Driveway surface.** Quotations have been sought the repair the entry driveway. So far one quotation has been supplied for \$8,074. One other contractor has indicated interest and we await that quotation.

**Action:** Secretary

- 9.8 **Amendment to By-Laws.** The adequacy of current by-laws was discussed. RB suggested that it may be worthwhile having them reviewed by a specialist. RB to investigate and obtain quotations on the cost.

**Action:** MV and RB

- 9.9 **Brokerage of Insurance Policies.** MV suggested the Owner's Corporation could get a better value on Brokerage fees than in previous years. One

Broker has offered the service at \$200/year. MV and RB to investigate and make recommendation to the next SC meeting.

**Action:** MV and RB

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

Next Committee Meeting will be 9 April 2019.

Acting Chairperson

Secretary