

The Brunswick SP72924
Minutes of Strata Committee Meeting.14 May 2019

1. Open Meeting

1.1 The chair declared the meeting open at 7:00pm.

2. Attendance and Apologies

2.1 **Attendance:** Acting Chair Michael Tabone (MT), Murray Vaughan (MV), Russ Burnet (RB), R. Whitaker (RW), Wayne Brown (WB), Barbara Foster

2.2 **Apologies:** Steve Hunt (SH)

2.3 **Observing:** Geoff Yates

3. Conflict of Interest Statement

3.1 None declared.

4. Minutes of Meeting of 9 April 2019

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

Moved: Russ Burnet

Seconded: Wayne Brown

Carried

5. Matters Arising from previous meeting

5.1 **Gutter & High Window Cleaning.** The contractor has successfully cleaned the gutters of 11 units and provided a report. It is evident that 4 units have a high accumulation of leaf litter and will need to be regularly cleaned whilst the remainder annually. The contractor has indicated that he will carry out future tasks on the existing terms.

5.2 **Recording and Monitoring of The Brunswick Maintenance.** The need to maintain records to track repairs and services, and schedule maintenance (eg, gutter cleaning, garage door servicing) was again discussed. With the absence of Steve Hunt, Barbara Foster agreed to develop a database for the SC to consider.

Action: Barbara Foster

5.3 **Pest Control.** The repair to damaged property is currently under quotation.

5.4 **Tree Pruning/Removal.** Coastal Arbor has completed the Work Order to prune trees and remove deadfall. The gum tree adjacent to unit 26 remains outstanding. Arborist advice concluded that the tree could not withstand further pruning and would need to be removed. Russ Burnet agreed to make submission to CCC for approval to remove the tree.

Action: Russ Burnet

5.5 **Painting of steps with non-slip paint.** Action to remedy quality issues with two Units is still outstanding. GBS has tasked Wayne Masters remedy.

Action: GBS

- 5.6 **Amendment to By-Laws.** RB reported that he made inquiries with local legal firms but wasn't satisfied they offered value. He requested that SC members review the by-laws and identify those that need updating. He agreed to redraft them and pass them to by-laws specialist for review.

Action: SC members & Russ Burnet

- 5.7 **Brokerage of Insurance Policies.** After out of session agreement of all SC members a new broker, Shortland, has been engaged with a service fee of \$200/year.

- 5.8 **Deterioration of Brunswick Road Entry Driveway surface.** Still waiting for the second quotation for repair.

Action: Secretary & GBS

7. General Business

- 7.1 **AGM Minutes.** After discussion on Resolution No 7 of the minutes to the 2018 AGM, it was agreed that the amendment to the motion regarding the approval of capital works was not consistent with the motion and contradicts Resolution No 10. It was agreed that action is required to remedy. RB agreed to draft a statement to be read to the 2019 AGM and a new motion.

Action: Russ Burnet

- 7.2 **Capital Works Fund Plan.** Investigation carried out by MV identified that a study and report was completed in May 2016 by Tyrrells Property Inspections Pty Ltd to identify The Brunswick's immediate and annual costs of future maintenance. The report identified issues that required immediate and mid-term maintenance. It also recommended that the annual average Capital Works Fund be set at \$122,000 per year. After discussion the SC agreed the Capital Works Fund Plan (CWFP) should be based on this amount and factored into the 2019/2020 Budget. It was also agreed that CWFP should be reviewed in 2021.

Motion: The annual CWFP should be based on \$122,000/year and reviewed in 2021 and the 2019/2020 Budget also be based on this amount.

Moved: Murray Vaughan

Seconded: Dick Whitaker

Carried

- 7.3 **2019/2020 Budget.** MV presented a draft budget based on historical data associated with Administrative expenditure and the CWFP target of \$122,000. He highlighted that the CWF still had outstanding commitments towards the Higgins Contract through to 2020 for \$234,936 (\$156,624 payable in 2019 and \$78,312 in 2020). The draft budget as presented was agreed, however the impact on levies was debated. MV was to develop options on how the 10 year CWFP could be maintained without the need to significant increase levies in any one year.

Action: Murray Vaughan

- 7.4 **Pest Control Protection of Terrigal Drive Units.** The proposals offered by Flick for monitoring and baiting were discussed. It was agreed that there were some anomalies that may not offer an optimal solution. WB agreed to discuss the offers with Flick and seek quotation from other pest control providers.

Action: Wayne Brown

- 7.5 **Annual General Meeting.** Discussion on the date of the AGM indicated that 24 June 2019 was not achievable due to key SC member's absences and commitments. A suitable date in July was to be explored with GBS and availability of the venue.

There being no further business the Chairperson declared the meeting closed at 9:00pm.

Next Committee Meeting to be advised.

Acting Chairperson and Secretary