

The Brunswick SP72924
Minutes of Strata Committee Meeting.25 June 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), Barbara Foster (BF)

2.3 **Observing:** David Newham (Unit 61)

3. Conflict of Interest Statement

3.1 None declared.

4. Minutes of Meeting of 14 May 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 **Recording and Monitoring of The Brunswick Maintenance.** BF wasn't able to attend the meeting due to illness. BF has drafted a maintenance schedule which has populated information of repairs and maintenance carried out on each unit. BF has also confirmed cost of garage door servicing with JA Doors (\$50/door for 8 properties). Recommended servicing is every 3 years. Normal cost is \$140/door. Gutter Cleaning cost has also been confirmed and frequency will be based on all units cleaned once every three years and high leaf fall areas up to 3 times/year. Pruning of palms on common property to remove dead fronds will need to be added to the schedule.

Action: Barbara Foster

5.2 **Pest Control.** See General Business.

5.3 **Tree Pruning/Removal.** An application for approval to remove the gum tree adjacent to unit 26 remains has been submitted.

5.4 **Amendment to By-Laws.** Potential By Law changes were discussed and it was agreed that the current one is satisfactory. The SC will continue to monitor the need for updates.

5.5 **AGM Minutes 2018 (RB & MT).** The anomaly with Resolution 7 and 10 of the 2018 AGM has been examined. A draft motion has been prepared to rescind Resolution 7 and agreed by the SC. Copy will be supplied to GBE for inclusion in the Agenda for 2019 AGM. MT will speak on behalf of the SC to move the motion.

6. Correspondence

- 6.1 Email sent to Higgins NSW State Manager, Darren Ridge, detailing deficiencies and non-compliance with the Contract Specification.

7. Financial Report

7.1 Balance Sheet.

- Net owners' Funds are now \$291,697 LY \$224,851. Seemingly a significant increase but subject to a \$156,000 payment to Higgins for Painting quickly reduces it early in the upcoming 3 months.
- Ongoing growth in Net Owners' Funds is necessary to show the strength of the Strata, particularly to prospective sellers / purchasers. Not to mention our ability to pay for necessary / unexpected expenses.
- There is a massive difference in the Admin and Capital Funds. Admin is way over the mark at \$203,210 compared Capital \$88,487. This difference must be addressed during the next 12 months.
- Outstanding Levies of some \$11,500 is of concern and GBS have been asked to take strong action to get the recalcitrant owners up to date.
- Owner's Corporation accounts annual audit has been successfully completed.

- 7.2 **Income and Expenditure Accounts.** It's interesting to note that of our total expenses go to Administration 29.2% and Maintenance of Common Property 55.2% and Owners' Units 15.6%.

7.3 Admin Fund.

- Surplus for the year is \$9,250 Budget \$2,061.
- Our Insurance was a major surprise \$43,961 Budget \$36,000.
- A catch-up of some expenses from previous year drained some dollars. I'm pleased to advise that this should be a thing of the past, in cash accounting there should never be old amounts outstanding.

- 7.4 **Capital Fund.** Surplus for the year is \$57,760 Budget -\$7,696. A handy result but budgeted. Painting Invoice of \$78,000 has not been received. Also identified major expenses, termite damage and driveway repairs will need to be paid in the next couple of months.

Motion: The financial report as presented be accepted.

Moved: Murray Vaughan

Seconded: Russ Burnet Carried

8. Other Reports

- 8.1 **Painting (WB).** WB advised that sign-off of units 8-18 were not yet complete. MT briefed the meeting of the outcome of an inspection of Brunswick Rd units by Higgins. The inspection revealed numerous deficiencies and non-compliance with the Contract Specification. These deficiencies were addressed by MT in an email to Darren Ridge, Higgins' NSW State Manager

for investigation and remedial action. Darren and his team will do a site inspection on Wednesday 3 July 2019.

Motion: The painting report as presented be accepted.

Moved: Wayne Brown **Seconded:** Dick Whitaker **Carried**

- 8.2 **Gardens, Grounds and Pool (DW).** A complaint was received from the owners of # 25 about the use of Roundup by our gardening team. RW discussed this with Brett and RW to conduct a presentation at the AGM. A motion has been submitted by the owners. The pool is now in the winter routine – one clean every two weeks. Lights outside two units (#2 and 13) required an electrician as faulty control gear was the problem.

Motion: The Gardens, Grounds and Pool report as presented be accepted.

Moved: Dick Whitaker **Seconded:** Murray Vaughan **Carried**

- 8.3 **Pest Control (WB).** See General Business

- 8.4 **Issues Register (MT).** Nothing to report.

9. General Business

- 9.1 **2019/20 Budget.** MV briefed the SC on the impact on levies. As previously agreed by the SC at the 14 May 2019 meeting, the Capital Works Fund target is \$122,000/year. The budget has been prepared to gradually escalate levies over 10 years to achieve the target.

Motion: The 2019/20 Budget be accepted and presented to the AGM. Copy of the budget to accompany the AGM Agenda..

Moved: Murray Vaughan **Seconded:** Dick Whitaker **Carried**

- 9.2 **AGM Presentations.** MT and MV presented the PowerPoint presentation that will be used at the AGM. MV will deliver the Budget presentation.

- 9.3 **Repairs to Unit 8 and 9 Quotations.** Three quotations were received for the repairs to Unit 8. The quotation from King Renovations and Maintenance for \$15,750 offered the best value and met the owner's expectations. A further quote was received for repair of damage to Unit 9 from the same company for \$550. It was agreed to proceed with repairs to both units.

Motion: The quotations from King Renovations and Maintenance for \$15,750 and \$550 for the repair of Units 8 and 9 be accepted and GBS raise a Work Order.

Moved: Wayne Brown **Seconded:** Murray Vaughan **Carried**

Action: GBS

- 9.4 **Pest Control Protection of Terrigal Drive Units.** The proposals offered by Flick and Australian Termite Control for the installation of baits and ongoing maintenance/monitoring and were discussed. A third provider was

approached but so far declined to respond. WB advised that 150 bait stations would be required to cover units alongside the southern boundary of the creek. WB agreed to discuss the offers from the two service providers so as to meet our needs.

Action: Wayne Brown

- 9.5 **Repairs to Brunswick Road Entry.** Three quotations were received and it was decided that the offer from G W Building Pty Ltd offered the best solution and best value for money at \$9,900. The proposal involves saw cutting and removal the damaged concrete one metre either side of the dish drain. The new concrete will be doweled into the old with expansion joints. The task will be undertaken in two stages to allow access to the site.

Motion: The quotation received from G W Building Pty Ltd for \$9,900 be accepted and GBS to raise a Work Order.

Action: GBS

Moved: Dick Whitaker **Seconded:** Murray Vaughan Carried

- 9.6 **Insurance Renewal.** MV advised the he had received quotations from six insurers. The SC considered the quote from CHU represents best value except that the excess for water damage/burst pipes/storm & rainwater is \$5,000 per claim. MV is to approach our broker to see if it can be reduced.

Action: Murray Vaughan

There being no further business the Chairperson declared the meeting closed at 9:20pm.

Date of next meeting AGM 11 July 2019.

Acting Chairperson and Secretary