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MEMBERS OF COMMUNITY ASSOCIATION D.P. NO 270427

PRINCE HENRY AT LITTLE BAY, ANZAC PARADE, LITTLE BAY

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE OWNERS OF COMMUNITY ASSOCIATION DP NO. 270427 HELD ON TUESDAY 12 APRIL 2016 IN THE HIBISCUS ROOM COMMENCING AT 6.00PM.

PRESENT:

Susan Graham, Helen Pollard, Robert May, Michael McIntosh and Ken Barker

APOLOGIES:

Bruce Lord

IN ATTENDANCE:

Nicky Buchman (SP 79613 Lot 7), Maria Strugarevic and John Heussner (SP 86078 Lot 30) and Derek McKinstry (Dynamic Property Services)

CHAIRPERSON:

Susan Graham

<u>1. MINUTES:</u>	Action decided at the meeting	Action By	Date to report progress to EC
Resolved that the minutes of the last executive committee meeting held on 9 February 2016 be confirmed as a true record and account of the proceedings at that meeting.	Resolved		
<u>2. OUTSTANDING MATTERS:</u>			
2.1 19-21 Lister Avenue SP87551 Update on the status of section 96 application and proposed construction schedule.	The managing agent is to contact the managing agent for SP 87551 to inform them that unless some progress on the construction of the replacement fence is evidenced within the next four weeks then a breach of by-law letter will be sent to the owners of SP 87551 with a request that they carry out the work as soon as possible.	DPS	4 weeks to letter
2.2 Landscaping Contractor: Discuss whether or not Kyora is fulfilling its contractual requirements.	The frequency that Kyora attends the property at Prince Henry at Little Bay will be monitored due to performance issues.	KB HP	2 May 16
2.3 Verge and on-title			

<p>landscaping maintenance – (General Maintenance):</p> <ul style="list-style-type: none"> Update on the maintenance progress and discussion on action to be taken in respect to recent reports on the four site zones provided by the four Executive Committee teams. Letter to Manta regarding verge maintenance. SP 86466 – 8 Darwin Avenue – Update on the status of stored appliances on the balcony. Phil Cooper/ Jenner Street illegally parked trailer and potential action to be taken. 	<p>Letters are to be sent to residents based on the landscaping reports on the four zones forwarded by the executive committee teams. Each EC site monitoring team to email DPS by Friday 22 April with updates or amendments.</p> <p>Manta have changed their building manager and landscaping repairs and maintenance will commence shortly. Site monitor to keep EC advised</p> <p>Many of the stored items on the balcony of one of the apartments of SP 86466 8 Darwin Avenue (actually on Ewing Avenue side of the property) have been removed. However, there are still two large cupboards as well as assorted white goods stored in public view. Managing agent to write to the strata scheme managing agent requesting removal of remaining items.</p> <p>The trailer that was parked on Jenner Street in contravention of the by-laws of the community association has been removed. Email 'thanks for your cooperation' to Phil Cooper</p>	<p>DPS</p> <p>EC</p> <p>KB</p> <p>DPS</p> <p>DPS</p>	<p>22 Apr 16</p> <p>7 May 16</p> <p>25 Apr 16</p> <p>25 Apr 16</p>
<p>2.4 Clock tower cables and ongoing clock maintenance: Update on the:</p> <ul style="list-style-type: none"> Removal of clock tower cables. Ongoing clock maintenance. 	<p>The cables to the clock tower and wiring on trees on Pine Avenue should be removed in the following weeks.</p> <p>The clock tower will be maintained but the clock will not be maintained in working order. Council will advise by end July whether or not they'll take on responsibility for ongoing clock maintenance. If no, EC to recruit Michael Daley's help.</p> <p>A letter is to be sent to the Flowers Wards reminding them that washing is not to be placed on the balcony.</p>	<p>SG</p> <p>SG</p> <p>DPS</p>	<p>7 May 16</p> <p>Aug 16</p> <p>25 Apr 16</p>
<p>2.5 Lighting on Heritage Steps adjacent to Artisans Cove: Update on action taken by strata scheme.</p>	<p>Lighting on Heritage steps has not been able to be repaired as there is no electricity supply for the lights.</p> <p>The managing agent is to write to the Artisans Cottages reminding them that the steps and the lighting of the steps Appeal Expenses - Common Property Health and Safety the responsibility of the Artisans</p>	<p>DPS</p>	<p>7 May 16</p>

	Cottages for repair and maintenance and that the Community Association believe that the lighting should be repaired.		
2.6 Pivit/Telecoms: Discussion on Pivit/Landcom contract.	The managing agent is to contact Adrian Mueller of Mueller and Co Lawyers in relation to advice on the content of the Pivit contract and the options available to the Community Association. Adrian may need to source and liaise with a lawyer who specialises in telecommunication law.	DPS, SG	7 May 16
<ul style="list-style-type: none"> Pivit's responsibilities under terms of contract. Landcom's responsibilities under terms of contract. Whether or not further action should be taken. 	Each EC member to provide a list of questions to DPS to form the scope of the lawyers' brief.	All EC members	25 Apr 16
2.7 Little Bay Apartments 12-40 Pine Avenue:	The managing agent is to write to Randwick Council in relation to the incorrect concrete mix that has been used on the bus parking bay at the Little Bay Apartments and ask that this area be re-inspected as it appears that council signed off on the work as complying with the approved concrete mix.	DPS	Done
<ul style="list-style-type: none"> Update on the status of Lend Lease and the incorrect concrete mix used for the bus bay in Pavilion Avenue. Replacement of damaged louvres. 	Permission is given for the Little Bay Apartments to remove the louvres to the property after Lend Lease reported louvres becoming detached from the building in bad weather on three separate occasions. Replacement louvres that may be installed in the future can only be installed after plans and specifications have been forwarded to Community Association executive committee and approved at an executive committee meeting. The managing agent to email Lend Lease.	DPS	25 Apr 16
	The pathway from Pine Avenue to the Dickson building is the responsibility of Lend Lease for repair and maintenance. The managing agent is to write to Lend Lease asking them to arrange for shrubs that are overhanging the path to be pruned back.	DPS	
2.8 18 Jenner Street satellite dish: Update on the installation.	The request for the installation of a satellite dish at 18 Jenner Street was not approved as it breaches the architectural guidelines. It is no longer required due to the pixilation problems previously affecting Foxtel reception have been remedied due to the installation of a new 'head end' in the communications room which was the responsibility of Pivit to install. This item is to be removed from the agenda.	DPS	
3. FINANCIAL REPORT:			

3.1 Financial Statements to 31 March 2016: That the financial statements for the period ending 31 March 2016 be tabled and received.	Resolved.	DPS	
3.2 Schedule of Arrears: That the Executive Committee received the schedule of arrears.	No action on levy arrears is necessary at this time.	DPS	
<u>4. RANDWICK COUNCIL MATTERS:</u>			
4.1 Irrigation and Maintenance Deeds: An update status be provided relating to the irrigation and maintenance deed.	The local member, Michael Daley is having his office follow through with the minister responsible for the signing of the irrigation and maintenance deed.	DPS SG	7 May 16
4.2 Meeting with Council to Address Various Issues: <ul style="list-style-type: none"> Update on RM's list of outstanding issues. Than an update be provided relating to the matters relating to Council. 	Rob May has compiled a list of outstanding issues that need to be addressed by council. This will be updated and tidied up and emailed to Council for comment and action.	RM	7 May 16
<u>5. CORRESPONDENCE:</u>			
5.1 Correspondence Received: Noted that correspondence was received, ratified and appropriate action determined.	No further correspondence was received.	ALL	
<u>6. SINKING FUND:</u>			
6.1 Sinking Fund: That an update status be provided relating to the sinking fund report.	The sinking fund report has been received and a reduction in the contribution to the sinking fund could be considered next year.	DPS	
<u>7. SCHEDULE OF FUTURE MEETINGS:</u>			
Next Meeting Date	Deadline to have Motions Submitted for inclusion on Next Meeting Agenda	Date at which Agenda will be Circulated to Committee and proprietors	
14 June 2016	2 Weeks prior to the date of the meeting	No later than 72 hrs prior to the meeting	
9 August 2016	2 Weeks prior to the date of the meeting	No later than 72 hrs prior to the meeting	
11 October 2016	2 Weeks prior to the date of the meeting	No later than 72 hrs prior to the meeting	
13 December 2015 (Annual General Meeting followed by EC meeting)	4 Weeks prior to the date of the meeting	No later than 3 weeks prior to the meeting	

CLOSURE:

There being no further business the chairperson closed the meeting at 7.30pm

CHAIRPERSON

DATE

Reference to a Section or Clause

In these minutes, a reference to a section or clause means that section or clause in the Community Land Management Act 1989 unless otherwise stated and a reference to a Regulation means that Regulation in the Community Land Management Regulation 2007.