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**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF THE MEMBERS OF COMMUNITY ASSOCIATION D.P. NO. 270427 HELD ON TUESDAY 8 AUGUST 2017 IN HIBISCUS ROOM COMMENCING AT 6.00PM.**

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**PRESENT:**

Susan Graham, Helen Pollard, Peter Wood, Mick Joyce, Michael McIntosh, and Ken Barker

**IN ATTENDANCE:**

Derek McKinstry (Dynamic Property Services) Linda Pickett, Lend Lease (Lot 31)

**CHAIRPERSON:**

Susan Graham

<b>1. <u>MINUTES</u></b>	<b>Action decided at the meeting</b>	<b>Action by</b>	<b>Action date</b>
<b>Resolved</b> that the minutes of the last executive committee meeting held on 13 June 2017 be confirmed as a true record and account of the proceedings at that meeting.			
<b>2. <u>OUTSTANDING MATTERS:</u></b>			
<b>2.1 19-21 Lister Avenue SP87551</b> The Executive Committee receives an update on SP 87551's Directions Hearing and subsequent Section 96 application and proposed construction schedule.	The owners of SP 87551 are waiting for a Court Hearing date. Some works to fire separations in the roof may commence for safety reasons but all other works will need to wait until directions from the Court have been received.	DPS	Mid September
<b>2.2 Ongoing Heritage Clock Maintenance:</b> That an update be provided on the repair and ongoing heritage clock maintenance response from Crown Lands liaising with Public Works.	Ben Tax from Crown Property Services /Lands/NSW Department of Industry has stated that Allison Stone will respond to the letter addressed to her regarding the Heritage Clock and all other Heritage items and areas shortly.	SG DPS	End September

<p><b>2.3 Other Crown Land Issues</b> That Executive Committee receive an update from Dynamic and discuss outcome of correspondence and discussions with the Crown lands issues and discuss what actions to be taken:</p> <ul style="list-style-type: none"> <li>• the Coast Centre for Seniors</li> <li>• The Prince Henry Hospital Trained Nurses Association Medical Museum</li> <li>• The Water Tower</li> <li>• Henry's Trading Post</li> <li>• Entrance Gate House</li> <li>• Entrance gate posts</li> <li>• The Coast Golf Club Club-house</li> </ul>	<p>These items will be addressed in a letter from Allison Stone</p>	<p>SG DPS</p>	<p>End September</p>
<p><b>2.4 Electricity and Street Lights</b> That the Executive Committee receive an update on:</p> <ul style="list-style-type: none"> <li>• Randwick Council transferring the already identified street lights 16 lights that the CA is paying for</li> <li>• Outcome of CA request to Stephen Audet for pro rata reimbursement of power bills and when they will advise date that they believe it should be backdated to</li> <li>• Discuss outcome of Mapping of street lights metered via turrets in Ewing Avenue, Cnr Harvey Street and adjacent to 35 Gubbuteh Road by Jolt Electrical.</li> </ul>	<p>Christopher Pont from Randwick Council has advised that council has informed Energy Australia of the change of ownership of the lights listed that form part of the unmetered lights bill.</p> <p>Energy Australia has changed all the bills to Randwick Council and has given the address for Randwick Council as Dynamic Property Services address.</p> <p>The Managing Agent will be contacting Energy Australia to ask that these addresses be changed back to the Community Association.</p> <p>Waiting for Jolt Electrical Contractors to complete the street light mapping in respect of account numbers 1716 841 766 and 0644 814 569. It's highly likely that both of these accounts are Council's responsibility as the lights are located on public roads.</p>	<p>DPS  DPS  SG</p>	<p>Mid September</p>
<b>3. FINANCIAL REPORT:</b>			
<p><b>3.1 Financial Statements to 30 June 2017:</b> <b>Resolved</b> that the financial statements for the period ending 30 June 2017 be tabled and received.</p>	<p>No action required</p>	<p>DPS</p>	
<p><b>3.2 Schedule of Arrears:</b> <b>Resolved</b> that the Executive Committee received the schedule of arrears.</p>	<p>No action on levy arrears is required at this time.</p>	<p>DPS</p>	
<b>4. RANDWICK CITY COUNCIL (RCC) MATTERS:</b>			
<p><b>4.1 Irrigation and Maintenance Deeds:</b></p>	<p>Adrian Mueller of JS Mueller Lawyers will be asked to provide updated</p>	<p>DPS</p>	<p>End August</p>

<p>An update be provided relating to the signing of the irrigation and maintenance deed.</p>	<p>changes in the by-laws for the Community Management Statement reflecting the Irrigation Deed.</p> <p>Signing of the Deed must be authorised at a SGM or at the AGM.</p>		
<p><b>4.2 Lot 1 - Jenner Street Driveway</b></p> <ul style="list-style-type: none"> <li>The Executive Committee receive an update regarding sourcing an architect to draw up the necessary plans for construction of a secure driveway from the curb at Jenner to Lot 1 (the Communications building housing the Pivit Telecoms equipment) and determines further action. Bollards must be similar in style to those approved elsewhere at Prince Henry.</li> </ul>	<p>Alan Glass will be contacted to provide a quote to provide drawings and project manage in respect of the proposed driveway and security to prevent public parking on Lot 1 adjacent to the communications building.</p>	<p>DPS SG</p>	
<b>5 SITE MONITORING:</b>			
<p><b>5.1 Site monitoring:</b></p> <ul style="list-style-type: none"> <li>That That Dynamic and the Executive Committee provide an update on general site monitoring.</li> <li>Boat in Ewing – Dynamic to provide an update</li> <li>Boat in Jenner – EC to determine action</li> </ul>	<p>A letter is to be sent to resident’s asking for information on the owner of the boat parked on the corner of Mayo and Jenner Street.</p> <p>A by-law breach letter is to be written to the owner of the campervan/motor home parked on Jenner Street.</p> <p>It has been confirmed that the owner of the boat parked in Ewing Street (regn W10025) is Halim Tjong who is a resident of Coastal Quarter SP 85387. The strata managing agent for SP 85387 has advised that due to privacy issues Mr Tjong’s address cannot be divulged to the Community Association. However the strata managing agent has agreed to forward correspondence to Mr Tjong on the Community Association’s behalf. The Community Association has resolved to take this matter to mediation with the Office of Fair Trading should the boat not be removed and if mediation is unsuccessful to then pursue the matter with NCAT for breach of by-law.</p>	<p>DPS All</p>	<p>Early September</p>
<b>6 TELECOMMUNICATIONS:</b>			
<p><b>6.1 Pivit/Telecoms:</b> Update following meeting with Matt Thistlethwaite and legal letter, following approval of Adrian Mueller's cost agreement, responding to the</p>	<p>Adrian Mueller is to amend his letter to Senator Mitch Fifield on instruction of the Executive Committee then forward the letter on behalf of the Community Association.</p>	<p>DPS SG MM PW</p>	<p>End September</p>

letter dated 6 April from Mitch Fifield's office.  EC to discuss and agree on appropriate further action.	The amended letter shall refer to ACCC findings that have found that Pivit is in effect is operating as a monopoly in other sites similar to Prince Henry at Little Bay.  Leigh Heany of Matt Thistlethwaite's office will draft wording for a letter to be forwarded by the Community Association to the CEO's of telecommunication providers.		
<b>7. SUBDIVISION DA – 4 MEYLER CLOSE:</b>			
<b>7.1</b> Discuss action taken / to be taken regarding potential objection by CA to DA requesting a subdivision	A letter of objection to the DA of 4 Meyler Close which includes a subdivision of the lot will be sent to Council on behalf of the Community Association with the letter also being forwarded to neighbouring strata schemes asking them to forward their objections to Council.	ALL	DPS to follow up Council in Mid September
<b>8. REVIEW COMMUNITY ASSOCIATION COMMUNITY MANAGEMENT STATEMENT:</b>			
<b>8.1</b> Adrian Mueller is currently drafting some by-law amendments to clarify residents' responsibilities. However, the CMS is very out of date and in urgent need of a review and update. Discuss and determine action.	The Executive Committee will review the current by-laws prior to engaging Adrian Mueller to undertake a complete review of the management statement.	MM KB SG ALL	
<b>9. EC VACANCY:</b>			
<b>9.1</b> Appoint new EC member to fill vacancy following Martin Eder's resignation	Linda Pickett was elected to fill the vacancy created by the resignation of Martin Eder.	ALL	
<b>10. WELCOME PACK:</b>			
<b>10.1</b> Create a welcome pack to inform all Prince Henry owners and residents of the site's heritage significance and special by-laws associated with living in a CA.	The Executive Committee will put forward ideas for items for inclusion in a welcome pack that will be made available to residents at Prince Henry at Little Bay.	ALL	End September
<b>11. OTHER BUSINESS:</b>			
<b>11.1</b> Discuss items that may have been omitted from agenda or have arisen since agenda was distributed.	Consideration will be given to engaging a suitably qualified person to draft a map of the Community Association which defines the Community Association lots, Neighbourhood Association and Strata Plans.	KB	Mid September

<b>12.SCHEDULE OF FUTURE MEETINGS:</b>		
<b>Next Meeting Date</b>	<b>Deadline to have motions Submitted for inclusion on next meeting agenda.</b>	<b>Date at which Agenda will be Circulated to Executive Committee and proprietors.</b>
10 October 2017	26 September 2017	3 October 2017
12 December 2017	20 November 2017	27 November 2017

**CLOSURE:**

The chairperson declared the meeting closed at 7.30pm.

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**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.