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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 11 APRIL 2017 IN HIBISCUS ROOM COMMENCING AT 6.00PM.

PRESENT:

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

IN ATTENDANCE:

Maria Strugarevic (Marella), Derek McKinstry and Mark Bentley (Dynamic Property Services)

APOLOGIES:

Martin Eder (Lot 31 – Little Bay Apartments)

CHAIRPERSON:

Susan Graham

1. <u>MINUTES</u>	Action decided at the meeting	Action by	Action date
Resolved that the minutes of the last executive committee meeting held on 14 February 2017 be confirmed as a true record and account of the proceedings at that meeting.			
2. <u>OUTSTANDING MATTERS:</u>			
2.1 19-21 Lister Avenue SP87551 The Executive Committee receives an update on SP 87551's Directions Hearing and subsequent Section 96 application and proposed construction schedule.	Resolved that Dynamic is to contact the Strata Manager of SP 87551 after 5 May 2017.	DPS	6 May 2017
2.2 Ongoing Heritage Clock Maintenance: Dynamic liaises with Susan Graham and Robyn Alexander to provide an update on the repair and ongoing heritage clock maintenance.	Resolved that Dynamic contacts each of the stakeholders to obtain a brief outline of outstanding issues unable to be resolved with Crown Lands. • the Heritage Clock	DPS SG RA	

	<ul style="list-style-type: none"> • Irrigation Deed • Outstanding Levies • Coast Centre for Seniors • Prince Henry Trained Nurses Association • Golf Club • the Water Tower which is also heritage listed <p>Upon receipt of the above information Dynamic to write to the Minister cc to Alison Stone, the Deputy Director General, regarding the various issues with Crown Lands including:</p> <ul style="list-style-type: none"> • Memorial Clock • Nursing Museum • Henry's Trading • Water Tower • Coast Centre for Seniors • Irrigation Deed 		Await outcome of SG's contact with Scott Muller
<p>2.3 Electricity and Street Lights That the Executive Committee receives an update on the location of the streetlights and determines any action.</p>	<p>The Strata Manager has written to Stephen Audet at Randwick Council requesting an appointment with the appropriate person regarding the Community Association paying electricity bills for unmetered lights that are the responsibility of Council.</p> <p>Energy Australia has been asked via email if the Chairperson, Susan Graham can be appointed as an additional contact person in relation to power bills attributed to the Community Association.</p>	DPS SG	5 May 2017
3. FINANCIAL REPORT:			
<p>3.1 Financial Statements to 31 March 2017: Resolved that the financial statements for the period ending 31 March 2017 be tabled and received.</p>	No action required	DPS	
<p>3.2 Schedule of Arrears: Resolved that the Executive Committee received the schedule of arrears.</p>	Resolved that the Strata Manager contact Scott Muller regarding outstanding levies owed by Crown Lands and others.	DPS	24 April 2017
4. RANDWICK CITY COUNCIL (RCC) MATTERS:			
<p>4.1 Irrigation and Maintenance Deeds: An update be provided relating to the irrigation and maintenance deed.</p>	<p>Advice was received from Adrian Mueller from Muellers Lawyers that the Deed should be signed shortly.</p> <p>A letter shall be sent to the Minister regarding the Deed and other matters which fall under the responsibility of Crown Lands.</p> <p>Dynamic to follow up Adrian Mueller</p>	DPS	24 April 2017
4.2 Council Various Issues:	Council has informed the Chairperson	DPS,	

<p>The Executive Committee received an update on the various issues raised with the council.</p> <ul style="list-style-type: none"> Mismatched concrete used to patch up repairs. 	<p>that the correct concrete mix was used for footpaths, however, the application of the concrete was not carried out correctly.</p> <p>The concrete mix has to be scrubbed after laying to ensure the correct colouring is at the surface and this did not occur.</p> <p>The contractor will try to scrub the existing concrete and if this is not successful the concrete will be removed and relaid.</p>	SG	
<p>4.3 Lot 1 - Jenner Street Driveway The Executive Committee received an update on further contact re constructing a driveway from the curb at Jenner to the Communications building housing the Pivit Telecoms equipment, and determines further action.</p> <ul style="list-style-type: none"> Construction of driveway from road across footpath – will Council meet the cost? Share the cost? Repair to badly damaged driveway on site – who's responsible? Pivit, CA? Cost for installation of lockable bollards to prevent Lot 1 being used as a parking lot and further damage to the driveway. 	<p>Ken Barker will forward photos of the area to Council with an explanation of what is to be proposed.</p> <p>If Council has no outright problem with the proposal an application for the work will need to be made.</p> <p>Plans and applications may need to be provided.</p>	KB	5 May 2017
5 CORRESPONDENCE:			
<p>5.1 SP 79573 - 7 Jenner Street Trees: Dynamic provided an update on its letter to Council dated 2 December 2016.</p>	<p>The Strata Manager of SP 79573 was informed of the need to make an application to Council for the removal of trees in December 2016.</p> <p>The Managing Agent requested the Strata Scheme to provide a plan for and details of additional trees to be planted. The Strata Scheme has since planted a number of trees but has not responded to the Managing Agent's request for plans and details.</p> <p>Council has planted trees on McCartney Oval.</p> <p>It was agreed that this issue can be removed from future agendas.</p> <p>However, it was emphasised that Dynamic should deal with this type of issue more promptly in future to</p>	DPS	

	<p>encourage Strata Schemes to involve the CA in works of this nature.</p> <p>No further action required</p>		
<p>5.2 SP 86015 – 9 Brodie Avenue Wall:</p> <p>Dynamic provided an update on its email requesting that the Strata Manager provides plans for the remediation works that Council approved.</p>	<p>Dynamic is to ask the Strata Manager if the Strata Scheme has approved the works to re-instate the wall at 9 Brodie Avenue.</p> <p>If approval has been given no further action will be taken and the item will be removed from future agendas.</p>	DPS	28 April 2017
6 SITE MONITORING:			
<p>6.1 Site monitoring:</p> <ul style="list-style-type: none"> • That Dynamic provides an update on the latest breach reports received from the site monitoring members and responses from those in breach. • Dynamic tables the final and accurate spreadsheet for the site monitoring contacts to include lot numbers, street addresses, SP or NA numbers, and contact details for each lot. • Dynamic confirms that this has been achieved by writing to all owners and managing agents asking for them to confirm: <ul style="list-style-type: none"> • Lot number • Strata scheme / neighbourhood association number (for strata schemes and neighbourhood associations) • Street address/es • Contact details – Name, email address, phone number 	<p>Dynamic Property Services confirms that letters regarding site monitoring are sent to owners and residents.</p> <p>Letters to managing agents of Strata Schemes and Neighbourhood Associations to be amended to advise that the onus for rectifying breaches lies with them, not with the CA. Failure to rectify breaches could lead to NCAT intervention.</p> <p>Dynamic to resume using the spreadsheet created by Grace Li (or something similar showing details of the breach, date letter issued, dates of subsequent follow up, etc) and distribute to EC members after each batch of letters has been issued to owners, residents and managing agents.</p> <p>Dynamic to issue the final site monitoring spreadsheet to EC members including:</p> <ul style="list-style-type: none"> • lot numbers • street addresses • SP or NA numbers • contact details <p>The Managing Agent was instructed to chase up the Managing Agent of Lot 75 DP 286017 regarding the general maintenance of the two lots (6 and 8 McMasters Place) on which a large Bitu bush has been growing for some considerable time, and spilling over onto the foot path in McMasters Place. Bitu is classified as a noxious weed – it is the responsibility of the lot owner to ensure the Bitu bush and its roots are removed completely.</p>	DPS	5 May 2017
		DPS	Immediately
		DPS	5 May 2017
		DPS	5 May 2017
<p>6.2 62 Gubbuteh Road on-going site maintenance</p>	<p>The Strata Manager of the Neighbourhood Association of which 62</p>	DPS	Immediately

Dynamic confirms that the Neighbourhood Association of Lot 2, either already has arranged to undertake the necessary ongoing maintenance work, or has a definitive plan to ensure the works begin immediately.	Gubbuteh Road is a lot has been informed that unless regular maintenance of the lot is carried out the Community Association will make an application for Mediation with the Office of Fair Trading.		
6.3 Establish a Drop Box facility: Dynamic to provide a timeline for creation of a Drop Box facility (or similar) to accommodate site monitoring photos and reports, and a general storage facility for all CA documents.	Dynamic cannot organise a Drobox Facility as there is a monthly charge that needs to be paid by credit card. Michael McIntosh to investigate further and report back to the EC	DPS MM	5 May 2017
7 TELECOMMUNICATIONS:			
7.1 Pivit/Telecoms: Dynamic to report on the outcome of their follow up to the letter dated 28 February 2017 to Mitch Fifield, Communication Minister and cc'd to Matt Thistlethwaite. EC to determine next step to take – meeting with Matt Thistlethwaite? Other?	Dynamic was instructed to contact the Federal Communications Minister and the local member of Parliament to follow up.	DPS	5 May 2017
8. SCHEDULE OF FUTURE MEETINGS:			
Next Meeting Date	Deadline to have motions Submitted for inclusion on next meeting agenda.	Date at which Agenda will be Circulated to Executive Committee and proprietors.	
13 June 2017	30 May 2017	6 June 2017	
8 August 2017	25 July 2017	1 August 2017	
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 7.15pm.

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.