

**MEMBERS OF COMMUNITY ASSOCIATION D.P. NO 270427
PRINCE HENRY AT LITTLE BAY, ANZAC PARADE, LITTLE BAY**

Community Land Management Act 1989

NOTICE OF AN EXECUTIVE COMMITTEE MEETING

The Executive Committee of Community Association D.P. No 270427 will hold a meeting on Tuesday **14 February 2017** at the **Hibiscus Room**. This meeting will commence at **6.00pm**.

AGENDA

(a) Attendance, Proxies, Voting Rights

	Action decided at the meeting	Action By	Date
1. MINUTES:			
That the minutes of the last executive committee meeting held 13 December 2016 be confirmed as a true record and account of the proceedings at that meeting.			
2. OUTSTANDING MATTERS:			
2.1 19-21 Lister Avenue SP87551 That the Executive Committee receives an update on SP 87551 defects claim and determines any action.		DPS	
2.2 Ongoing heritage clock maintenance: That Dynamic provides an update on the ongoing heritage clock maintenance: <ul style="list-style-type: none"> Joint submission with PHHTNA to Veterans Affairs (Dynamic to liaise with Carol Parker the Hon Secretary of the PHHTNA) Discuss and investigate the viability, both initially and ongoing, of applying for a heritage grant – Robyn Alexander from the Dickson Apartments has offered to help http://www.environment.nsw.gov.au/Heritage/funding/ 		DPS	
2.3 Electricity and Street Lights That the Executive Committee receives an update on the location of the streetlights and determines any action. <ul style="list-style-type: none"> Unmetered electricity and location of street lights 		DPS	

<ul style="list-style-type: none"> Arranging a meeting with Council to discuss: <ul style="list-style-type: none"> (i) Council taking responsibility for the lights that are labelled as Council but the CA is currently paying for in its unmetered electricity bill (ii) Council to take responsibility all street lighting to avoid future confusion and ensure pedestrian safety Non working lights in Pine Avenue adjacent to Little Bay Apartments (opposite Memorial Park) 			
2.4 Backlog of work and communication Dynamic to provide a working plan and timeline for clearing the backlog of work and undertakes to respond to email and telephone enquiries within two business days		DPS	
3. FINANCIAL REPORT:			
3.1 Financial Statements to 31 January 2017: That the financial statements for the period ending 31 January 2017 be tabled and received.			
3.2 Schedule of Arrears: That the Executive Committee received the schedule of arrears.			
4. RANDWICK CITY COUNCIL (RCC) MATTERS:			
4.1 Irrigation and Maintenance Deeds: That the Executive Committee receives an update on the irrigation and maintenance deed and determines any action.		DPS	
4.2 Meeting with Council to address various Issues and Robert May's follow-up report: That the Executive Committee receives an update on the various issues raised with the council and determines any action. <ul style="list-style-type: none"> Mismatched concrete used to patch up repairs 		SG DPS	
4.3 Lot 1 - Jenner Street Driveway That the Executive Committee receives an update on Dynamic's email to Council re constructing a driveway from the curb at Jenner to the Communications building housing the Pivit Telecoms equipment, and determines further action.		DPS	
5. CORRESPONDENCE:			
5.1 SP 79573 - 7 Jenner Street Trees: That Dynamic provides an update on its letter to Council dated 2 December 2016.		DPS	
5.2 SP 86015 – 9 Brodie Avenue Wall: That Dynamic provides an update on its letter requesting that the owner reinstates the wall to its original condition.		DPS	
6. SITE MONITORING:			
6.1 Site monitoring: <ul style="list-style-type: none"> That Dynamic advises whether or not it has 		DPS	

<p>the capacity to handle our regular site monitoring reports in a timely fashion? ie letters issued or phone calls made by an experienced manager within two business days of receipt of reports.</p> <ul style="list-style-type: none"> • That Dynamic creates a spread sheet containing: <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>This can be achieved by by writing to all owners and managing agents asking for them to confirm:</p> <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>6.2 62 Gubbuteh Road on-going site maintenance That Dynamic provides an update on its negotiations with the Neighbourhood Association of Lot 2, to arrange and undertake the necessary ongoing maintenance work.</p>		DPS	
<p>6.3 Establish a Drop Box facility: For site monitoring photos and reports, and general storage to simplify sharing of large files and reduce the size of emails:</p> <ul style="list-style-type: none"> • All EC members to have access • Photos for site monitoring to be stored until the breach has been resolved, then Dynamic to remove • In addition, at a general level, Dynamic to upload a copy of all important documents for ease of reference: <ul style="list-style-type: none"> - Management Statement - Irrigation Deed - Design Guidelines - NMSA – redacted and unredacted - Current Strata Roll including Lot numbers, street addresses, etc, - Dynamic's strata management contract with the CA - Any other important documents that Dynamic has on file <p>(Grace Lee was asked to do this some months ago, specifically for site monitoring photos but also for large documents)</p>		DPS	

7. TELECOMMUNICATIONS:		
7.1 Pivit Telecoms That the Executive Committee discusses the unredacted NMSA and determines action to be taken to ensure that Pivit adheres to the terms of its contract with the NSW government (Urban Growth, formerly Landcom):		DPS
<ul style="list-style-type: none"> Letter to Federal Comms Minister (see Ken Barker's email dated 18 November) Other? 		
7.2 Telstra Telecoms That the Executive Committee receives an update on Telstra matter and determines any action.		ALL
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 Committee and proprietors
11 April 2017	28 March 2017	4 April 2017
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 August 2017
12 December 2017	20 November 2017	27 November 2017
9. CLOSURE:		

Date of this Notice: Monday 6 February 2017

The name of your Dynamic Property Services manager is Derek McKinstry. Please contact your Manager if you have any questions about this Notice.

An owner or the nominee of a corporate owner or owner of a lot in a subsidiary scheme can attend executive committee meetings but cannot address the meeting unless the executive committee agrees