

**NOTICE OF AN EXECUTIVE COMMITTEE MEETING
THE OWNERS – DEPOSITED PLAN NO. 270427**

**ADDRESS OF THE COMMUNITY SCHEME: PRINCE HENRY AT LITTLE BAY
ANZAC PARADE, LITTLE BAY, NSW 2036**

**DATE, PLACE &
TIME OF MEETING:**

An Executive Committee Meeting of The Association, Deposited Plan No. 270427, Prince Henry Community Association will be held on Tuesday, 13 August 2019 in the Hibiscus Room, Coast Centre for Seniors at Curie Avenue, Little Bay. The meeting will commence at 6:00pm.

The agenda for the meeting is:

1. WELCOME & APOLOGIES:

- 1.1 That the Chairperson welcome all in attendance and that the Secretary record any apologies.

2. CONFLICTS OF INTEREST:

- 2.1 That the Secretary record any conflicts of interest to be raised within the agenda below.

3. MINUTES:

- 3.1 That the minutes of the last executive committee meeting held on Tuesday, 11 June 2019 be confirmed as a true record of the proceedings at that meeting.

Explanatory Note – notice of an executive committee meeting must include or be accompanied by a motion confirming the minutes of the last executive committee meeting.

4. OUTSTANDING MATTERS FROM PREVIOUS MEETING:

- 4.1 That the executive committee reviews, discusses and resolves actions on the outstanding matters from the previous meeting(s) nominated below:
- 4.1.1 Lap and Cap Fence at SP – 87551, 19 – 21 Lister, Avenue
- 4.1.2 Circulation of the Amended Community Management Statement

ADDRESS OF THE COMMUNITY SCHEME: PRINCE HENRY AT LITTLE BAY
ANZAC PARADE, LITTLE BAY, NSW 2036

- 4.1.3 Summary of Easements
- 4.1.4 Approval Letter for 2 Murra Murra Place Application for Solar Panels and Painting
- 4.1.5 Banning Spearfishing in Little Bay
- 4.1.6 Alaris Bin Issue
- 4.1.7 Upgrade to Website
Refer Appendix "1"
- 4.1.8 Request for Solar Panels for 14 Lister Avenue
- 4.1.9 Shutter Installed to Apartment B008, Coastal Quarter

Explanatory Note – it is recommended that the executive committee review and monitor outstanding matters from previous meetings until completion.

5. FINANCIALS:

- 5.1 That the accounts for the period ending 31 July 2019 as circulated/tabled be adopted.

Refer Appendix "2"

Explanatory Note: - this motion, if approved, adopts recent financial statements concerning the administrative and sinking funds of the community association.

6. RANDWICK CITY COUNCIL (RCC) MATTERS:

- 6.1 That the executive committee reviews, discusses and resolves an action on the Randwick City Council matters nominated below:
 - 6.1.1 Handover of Electricity Accounts to RCC and Reimbursement of Electricity Charges by RCC
 - 6.1.2 Objection Letters to Development Applications for 11 Jenner Street

ADDRESS OF THE COMMUNITY SCHEME: PRINCE HENRY AT LITTLE BAY
ANZAC PARADE, LITTLE BAY, NSW 2036

Explanatory Note – it is recommended that the executive committee review and monitor outstanding matters with Randwick City Council until completion.

7. SITE MONITORING:

7.1 That the executive committee reviews, discusses and resolves an action on the outstanding site monitoring matters from the previous meeting(s) nominated below:

- 7.1.1 Antenna on the Roof of 4 Meyler Close
- 7.1.2 Antenna on the Roof of 8 Meyler Close
- 7.1.3 Landscaping at 9 Meyler Close
- 7.1.4 Porch Collapsing at 9 Meyler Close
- 7.1.5 Maintenance of 6 and 8 McMaster Place
- 7.1.6 Harvey Street Parking Breaches
- 7.1.7 Flowers Ward Breaches
- 7.1.8 6 Lister Avenue Street Possible Wrong Concrete Mix

Explanatory Note – it is recommended that the executive committee review and attend to the outstanding site matters until completed.

8. TELECOMMUNICATIONS:

8.1 That the executive committee reviews, discusses and resolves an action on the outstanding telecommunications matters from the previous meeting(s) nominated below:

- 8.1.1 Contract Review requested by PIVIT

NOTE TO MEETING: Telecommunications Information Session to be held at “The Cawood Room, Prince Henry Centre” on Wednesday 14th August 2019 starting at 6pm.

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Explanatory Note – it is recommended that the executive committee review and attend to the outstanding telecommunications matters raised above until completed.

9. OTHER MATTERS:

9.1 That the Executive Committee reviews, discusses and resolves an action on the following matters nominated below:

9.1.1 Lot 36 – Email received 29.07.19 from DP285944 Secretary
Refer Appendix “3”.

9.1.2 Next Executive Committee Meeting to be held on Tuesday, 8 October 2019 at 6:00pm

Explanatory Note: - this motion, if passed, will allow the executive committee to consider the above other matters.

Date of Notice: Tuesday, 6 August 2019

EXPLANATORY NOTES TO THIS NOTICE:

Your Community Association Manager

The name of your Community Association Manager is Ms. Kathryn Milne, who is located at Suite 412, Level 4, 350 George Street, Sydney.

Please do not hesitate to contact Ms Kathryn Milne on either 02 8203 3111 or kathryn@changestrata.com.au if you have any questions regarding this notice.

Definitions

Act – Community Land Management Act 1989
Regulations – Community Land Management Regulation 2007



PHCA- Involvement in a CA and/or community website.

PURPOSE – Options and possible issues related to the involvement of the PHCA in the operation of a website or other social media options that enables PHCA and/or community information.

BACKGROUND - At the PHCA (Prince Henry Community Association) Executive Meeting held on 11 June 2019 discussion occurred on a paper submitted by Susan Graham concerning the Prince Henry Community Website, which has been operated by Susan in a private capacity from around 2011/12. The paper raised 3 options comprising a handover, a grant for an upgrade and ongoing funding and if neither option is accepted, the website and associated newsletter would cease. The requirement for a succession plan to edit and maintain the site was identified if it was to continue.

The current site contains information relative to the PHCA, together with community information including updates from local representatives or items of a specific interest to the community. A website effectively is a way in which the CA can improve its transparency and readily make available to the community relevant, but controlled information.

The Executive Meeting resolved in the majority to "proceed to the next step being a review of the best option for operating the website be it indirectly or directly". Susan abstained from voting on the motion and Chris Davison opposed.

A subcommittee comprising Ken Barker, Helga Nilson, John Pearson, Liat Silberman and Peter Wood was established to explore the issues with PHCA been explicitly involved with a website with the sub committee's findings/observations detailed in this Report.

RECOMMENDATION

In considering the various issues and options from the 6 detailed below the Sub Committee is of the view that the preferred approach is Option 2 -" To acquire the current website from Susan and upgrade it", with such a site be specifically for Prince Henry.

This would involve a suitable due diligence exercise with Susan to gain a better understanding of

- Whether this option is acceptable
- Any compensation and issues associated with the transfer of documents/agreements etc and a full appreciation of associated ongoing costs

- Timing to transition, including how the CA will phase in editing and publishing responsibilities
- The obtaining of a 3rd quote for the upgrade (The sub committee would wish to review a 3rd quote, noting the differences in the 2 proposals Susan has submitted)
- In the event that no member of the Executive is confident of doing the publishing task, seek advice from the market on costs to provide this service (NB This is also relevant for future Executives, noting members do rotate for year to year)

Whilst the Sub Committee did note that no requirement does exist to go to a General Meeting to seek approval, on balance it is the preferred process to allow various Lots to express a view. This would only be possible if Susan is agreeable and full costings are available. If approved at a General Meeting a 12 month review of its usage would occur.

OPTIONS – The Sub Committee is of the view there are 6 options

1. Build its own website
2. Acquire the current website from Susan and upgrade it
3. Approve of a grant to Susan and for it to continue in its current format
4. Identify if the CA Managing Agent can provide such a service for the residents of Prince Henry or if other website providers are able for a fee to provide such a service.
5. Open a social media platform such as Facebook
6. Do Nothing.

Each Option is discussed in detail below, however a number of key “Issues” are considered in the first instance to ensure the Executive is aware of the implications of what may be involved.

ISSUES

1. Can the CA have a website. – Legal advice provided for the meeting on 11 June 2019 indicated that it could. Enquiries from other CAs have indicated that they do have websites (City Quarter and Jacksons Landing).
2. What information can it contain if operated by the CA? – Clearly all CA information such as Agendas, minutes, Community Management Statement, significant correspondence and other notices approved by the CA would be vital and improve to all residents transparency of the CA. The CA could if it determined allow for it to be a community site

for matters which impact the community (e.g. social groups, Council updates, Elected representatives updates). However, it is noted that a Facebook site “Little Bay Sydney Residents Group” exists and would in the main satisfy general community issues for Prince Henry and surrounding areas as distinct to CA specific issues.

3. What is the Community? – Clearly all the Prince Henry site as defined in the Community Management Statement. But noting people outside of Prince Henry visit and use facilities in the defined area should it cover for example various community information relating to say all Little Bay, La Perouse, parts of Malabar/Matraville? Th Facebook site in point 2 above resolves the need to address this question,
4. Sponsorship – There is no impediment to the CA allowing local businesses located on Prince Henry and/or Prince Henry residents and/or other businesses which are interested in marketing opportunities to sponsor and therefore defray costs. A fixed annul fee would appear best and maybe flexibility to vary their placement up to say 3 times per year. Susan has indicated that the current website receives sponsorship income.
5. Insurance – If the CA operates a site it will need to notify its insurers, and this may have a cost impact. Exposure could cover cyberattack, defamation.
6. CA Control (#) – It is critical if the CA is to operate a site is has absolute control over what is uploaded, otherwise it could be exposed to defamation for unsolicited comments. This control must be through an Editor or Editorial Committee of whom the member(s) would be on the Executive. Any proposed information updates/documents would need to be cleared prior to uploading.
7. Website controller (#) - If the Editorial Committee is unable to do the uploads it will be necessary to engage a 3rd party to work with the Editor/Editorial Committee. This may have a cost involved.
8. Budget – Any costs to upgrade or build its own site can be capitalised and funds do exist in the Capital Budget. Ongoing maintenance costs or grants are a charge to the Administration Fund.
9. Who can approve – Would depend upon the cost and the current budget situation. Whilst the Executive could make a decision, the safest approach would be the put it to Lots at a General Meeting with a recommended way forward and estimated costs.

(#) Under options 1 to 5 it is critical that the Executive (existing and in the future) commit to involvement in both of these Issues, especially CA Control.

OPTIONS (noting firm costings have not been obtained)

1. Build own website – Will require CA to define what it requires. Is the purest option but could have significant up-front commitment to time by the Executive and then in testing.
2. Acquire the current website from Susan and then upgrade it. - Is consistent with the request from Susan, noting firm estimates exist for the upgrade and ongoing operation. Gives the CA 100% responsibility for the site but clearly relies on a suitable agreement to be reached with Susan.
3. Approve of a grant to Susan to continue in the current format. – Estimates for both the upgrade and ongoing costs are identified. However, the CA has no direct line of sight over what is included and no succession plan for an editor or publisher is determined, albeit that subject to agreement a plan could be put in place. This will require an increased level of understanding the overall ongoing cost, time commitment and any ongoing one off costs in the future
4. Identify if the CA managing agent or other Website operator could provide such a site. Contact has been made with Change Strata and they cannot provide a site for both the CA and the community. No contact has been made with other potential website operators.
5. Open a Social media platform – Whilst feasible the lack of control over external comments does present significant risks including defamation. Even if external control can be exercised it could create a significant extra amount of time to the editorial/publishing/control of the site. As indicated above the Sub Committee does note the existence of the Little Bay Sydney Residents Group Facebook site for general community items (as distinct to CA specific information)
6. Do nothing – The final default position which would appear to result in the current site ceasing and therefore reducing the current level of transparency that the CA enjoys through the site.

August, 2019

Community Association D.P. No. 270427

BALANCE SHEET

AS AT 31 JULY 2019

<u>OWNERS FUNDS</u>	ACTUAL 31/07/19	ACTUAL 31/12/18
Administrative Fund	18,476.91	8,806.45
Capital Works Fund	192,083.26	183,561.05
<u>TOTAL</u>	\$ 210,560.17	\$ 192,367.50

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

Cash At Bank	61,971.65	31,010.30
Term Deposit 1	25,000.00	25,000.00
Term Deposit 2	25,000.00	50,000.00
Term Deposit 3	25,000.00	100,000.00
Term Deposit 4	75,000.00	0.00
Levies In Arrears	3,792.18	1,942.19
Other Arrears	137.50	137.50
Interest On Overdue Levies	73.30	95.31

TOTAL ASSETS **215,974.63** **208,185.30**

LIABILITIES

G S T Clearing A/C	2,636.41	653.48
Creditors	241.71	(214.00)
Levies In Advance	2,536.34	15,369.52
Sundry Creditors	0.00	8.80

TOTAL LIABILITIES **5,414.46** **15,817.80**

NET ASSETS **\$ 210,560.17** **\$ 192,367.50**

Community Association D.P. No. 270427
STATEMENT OF INCOME AND EXPENDITURE
 FOR THE PERIOD 1 JANUARY 2019 TO 31 JULY 2019

<u>ADMINISTRATIVE FUND</u>	ACTUAL 01/01/19-31/07/19	BUDGET 01/01/19-31/12/19	%	ACTUAL 01/01/18-31/12/18
<u>INCOME</u>				
Levies - Contributions	71,666.13	100,000.00	71.67	60,000.82
Collection Charges	220.00	0.00	0.00	135.00
Interest On Overdue Levies	52.41	0.00	0.00	141.17
Search Fees	31.00	0.00	0.00	0.00
Certificate Fees	94.00	0.00	0.00	501.00
<u>TOTAL INCOME</u>	72,063.54	100,000.00		60,777.99
<u>EXPENDITURE - ADMIN. FUND</u>				
Audit Fees	450.00	500.00	90.00	440.00
Bank Charges	25.40	0.00	*****	13.00
Budget Adjustment	0.00	(8,000.00)	0.00	0.00
Certificate Fees	0.00	0.00	0.00	501.00
Collection Charges	215.00	0.00	*****	135.00
Gardening	18,501.24	40,000.00	46.25	39,993.74
Electricity Usage	4,955.81	5,000.00	99.12	2,582.49
Consultancy Fees	2,500.00	5,000.00	50.00	7,235.00
E.G.M. Expenses	78.00	0.00	*****	0.00
Insurances	2,585.86	3,000.00	86.20	2,820.72
Insurance Stamp Duty	221.30	300.00	73.77	215.93
Legal Fees	2,642.65	3,000.00	88.09	23,214.40
Legal Fees - Pivit	12,616.70	20,000.00	63.08	0.00
Community Manager Fees	13,335.00	24,000.00	55.56	20,526.82
Community Meeting - Room Hire	390.00	0.00	*****	0.00
Community Manager Disbursement	0.00	0.00	0.00	3,410.26
Community Manager Meeting Fees	3,500.00	5,000.00	70.00	2,687.50
R & M - Electrical	376.12	0.00	*****	0.00
R & M - General Maintenance	0.00	2,200.00	0.00	0.00
<u>TOTAL EXPENDITURE</u>	62,393.08	100,000.00		103,775.86
<u>SURPLUS (DEFICIT)</u>	\$ 9,670.46	\$ 0.00		\$ (42,997.87)
Opening Balance	8,806.45	8,806.45	100.00	51,804.32
<u>ADMINISTRATIVE FUND BALANCE</u>	\$ 18,476.91	\$ 8,806.45		\$ 8,806.45

***** amount not budgeted for

Community Association D.P. No. 270427
STATEMENT OF INCOME AND EXPENDITURE
 FOR THE PERIOD 1 JANUARY 2019 TO 31 JULY 2019

<u>CAPITAL WORKS FUND</u>	ACTUAL 01/01/19-31/07/19	BUDGET 01/01/19-31/12/19	%	ACTUAL 01/01/18-31/12/18
<u>INCOME</u>				
Levies - Contributions	7,500.74	10,000.00	75.01	10,000.59
Levies - Contrib. Discounts	(0.10)	0.00	*****	0.00
Interest	3,505.48	0.00	0.00	687.38
Tax Refund	246.09	0.00	0.00	0.00
Interest On Overdue Levies	0.00	0.00	0.00	1.07
<u>TOTAL INCOME</u>	11,252.21	10,000.00		10,689.04
<u>EXPENDITURE - CAPITAL WORKS</u>				
Improvement To Common Property	2,302.00	9,000.00	25.58	0.00
Income Tax	214.00	1,000.00	21.40	179.50
Instalment Tax - Dnp	214.00	0.00	*****	0.00
<u>TOTAL EXPENDITURE</u>	\$ 2,730.00	\$ 10,000.00		\$ 179.50
 <u>SURPLUS (DEFICIT)</u>	 \$ 8,522.21	 \$ 0.00		 \$ 10,509.54
 Opening Balance	 183,561.05	 183,561.05	 100.00	 173,051.51
<u>CAPITAL WORKS FUND BALANCE</u>	\$ 192,083.26	\$ 183,561.05		\$ 183,561.05

***** amount not budgeted for

Community Association D.P. No. 270427

LOT BALANCE REPORT

31 July 2019

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
3		0.62	0.06	0.00	0.68
7		-1,629.69	-143.81	0.00	-1,773.50
8		-1.65	0.00	0.00	-1.65
17		0.62	0.06	0.00	0.68
19		0.00	0.00	0.00	0.00
20		-4.21	0.00	0.00	-4.21
21		0.62	0.06	0.00	0.68
25		0.62	0.06	0.00	0.68
31		0.00	0.00	0.00	0.00
32		-1.65	0.00	0.00	-1.65
34		-31.18	0.00	0.00	-31.18
35		0.62	0.06	0.00	0.68
37		-1.65	0.00	0.00	-1.65
39		-1.25	0.00	0.00	-1.25
40		317.90	26.85	38.30	383.05
41		-4.21	0.00	0.00	-4.21
43		0.00	0.00	0.54	0.54
44		0.62	0.06	0.00	0.68
45		317.90	28.06	11.33	357.29
46		317.90	28.06	11.33	357.29
47		190.74	16.84	36.49	244.07
48		737.71	65.10	6.82	809.63
49		381.48	33.66	12.49	427.63
50		0.62	0.06	0.00	0.68
61		-4.21	0.00	0.00	-4.21
63		-1.65	0.00	0.00	-1.65
64		279.88	24.70	38.15	342.73
66		0.62	0.06	0.00	0.68
68		-1.25	0.00	0.00	-1.25
70		91.62	8.08	1.67	101.37
71		0.62	0.06	0.00	0.68
73		-1.65	0.00	0.00	-1.65
74		-81.58	0.00	0.00	-81.58
76		-4.21	0.00	0.00	-4.21
77		-4.21	0.00	0.00	-4.21
78		-4.21	0.00	0.00	-4.21
84		-60.15	-5.31	0.00	-65.46
90		46.12	4.08	0.87	51.07
91		45.50	4.02	0.84	50.36
92		-1.25	0.00	0.00	-1.25
93		-1.25	0.00	0.00	-1.25
94		0.62	0.06	0.00	0.68
95		0.62	0.06	0.00	0.68
96		-1.25	0.00	0.00	-1.25
97		-1.25	0.00	0.00	-1.25
98		91.62	8.08	1.67	101.37
99		76.04	6.72	1.39	84.15
100		82.90	7.32	1.51	91.73
105		-485.95	0.00	0.00	-485.95

Community Association D.P. No. 270427

LOT BALANCE REPORT

31 July 2019

<u>Lot No</u>	<u>Unit No</u>	<u>Administrative Fund</u>	<u>Capital Works Fund</u>	<u>Other</u>	<u>Total</u>
109		47.06	4.15	0.43	51.64
110		47.06	4.15	0.43	51.64
113		118.44	10.46	2.15	131.05
116		29.53	4.68	0.29	34.50
118		0.00	0.00	0.00	0.00
119		-57.66	0.00	0.00	-57.66
120		0.00	0.00	0.00	0.00
122		247.34	32.95	44.10	324.39
Total		\$1,086.34	\$169.50	\$210.80	\$1,466.64

kathryn

From: mary@manorism.com.au
Sent: Friday, 26 July 2019 4:05 PM
To: kathryn
Cc: mite
Subject: NA DP

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kathryn

We are pleased to advise that our Neighbourhood Association met on Monday 1 July and after much discussion it was agreed to increase our NA levies in order to be able to meet the increase in costs advised by the Community Association.

As part of these discussions and given that there were newly arrived owners into the NA, the discussion went back to the first principles of what the roles and obligations of the CA/NAs are with a focus on what are must dos and what are nice to dos in terms of the money paid by residents to the CA. Given the current set up of the community as well as the significant development and patronage of Prince Henry community, the discussion was around whether the existing perceived responsibilities and associated costs of the various activities managed by the CA were still appropriate. The ensuing discussion then focussed on 3 major aspects, being:

1. PIVIT situation
2. The Community Website and
3. The Landscaping.

It was requested that in order for our NA and the wider community to be able to appropriately assess these activities that the CA be asked to hold 3 separate/combined information evenings where we discuss, as a community the following questions in regards to the above topics:

1. What is the nature of this activity and why is the CA doing it? (Must do vs nice to do)
2. How much does it cost?
3. Should the community elect to pay/continue to pay for the activity going forward or should the responsibility be reassigned? (To an NA or to council)

It was believed that by answering the above 3 questions for these various activities; we can then go back to first principles and assess the relevance and associated cost allocation of these activities.

We would therefore be grateful for the CA to kindly organise these information evenings to discuss these topics. In terms of order, we would suggest discussing Pivit followed by the website and then landscaping.

We are happy to discuss further or for members of our NA that attended the meeting and that sit on the CA to elaborate further.

Many thanks,

Regards

Mary Ugarte
 Secretary