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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 10 OCTOBER 2017 IN HIBISCUS ROOM COMMENCING AT 6.05PM.

PRESENT:

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

IN ATTENDANCE:

Maria Strugarevic (Lot 30) and Derek McKinstry (Dynamic Property Services)

CHAIRPERSON:

Susan Graham

| 1. <u>MINUTES</u> | Action decided at the meeting | Action by | Action date |
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| Resolved that the minutes of the last Executive Committee meeting held on 8 August 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 receive an update on SP 87551's Directions Hearing and subsequent Section 96 application and proposed construction schedule. | The builder has gone into Liquidation and the building defects are now subject to a HOW Insurance Claim. A Scott Schedule (court ready document that not only identifies the defects but also the method of rectification) may need to be produced for the insurer. DPS to follow up at two weekly intervals to determine progress. | DPS | 24 Oct 17 then every two weeks between now and the next meeting |
| 2.2 Memorial Clock Repair and Ongoing Maintenance of All Heritage Built Items At Prince | DPS to follow up Allison Stone and Scott Mullen regarding update promised by end September | SG DPS | Immediately then two weekly thereafter until |

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| <p>Henry Dynamic provided an update to the Executive Committee on its follow up on Crown Lands letter indicating it would provide an update by end-September. Heritage built items include:</p> <ul style="list-style-type: none"> • Memorial Clock • The Coast Centre for Seniors • The Prince Henry Hospital Trained Nurses Association Medical Museum • The Water Tower • Henry's Trading Post • Entrance Gate House • Entrance gate posts • The Coast Golf Club Club-house | <p>The Managing Agent is to ring Thomas Delgatto who deals with the Heritage items at Prince Henry at Little Bay to report that the door to the Gate House is dilapidated and the bottom of the door has been kicked in, therefore presenting a vermin risk.</p> <p>Also to be reported is an exposed wire near the concrete steps of the Trading Post which could be dangerous.</p> | | resolved |
| <p>2.3 Electricity and Street Lights The Executive Committee received an update on this issue:</p> <p>See attached <i>Prince Henry at Little Bay Community Association Summary of Energy Australia Accounts – 1 September 2017</i> for the status of the various Energy Australia accounts. The following accounts require regular follow up until Council resolves the issues of transferring responsibility for payment from the CA to Council and arranging a refund for those accounts that have been paid by the CA since inception. Accounts comprise:</p> <ul style="list-style-type: none"> • 2019 291 833 To be split between CA and Council with refund from Council required for payments made to date in respect of Council's proportion (16 street lights) • 1716 841 766 To be transferred to Council with refund required for payments made to date • 0644 814 569 To be transferred to Council with refund required for payments made to date • 3342 481 682 CA responsibility – no action required • 1488 431 219 CA responsibility – no action required | <p>Council is still in negotiations with Energy Australia. Council is committed to having the bills addressed to the correct parties but are finding that Energy Australia are not being particularly helpful.</p> <p>The Managing Agent will propose to Council that, if it helps, the bill which has a shared responsibility (Council 16 lights / CA 39 lights #2019 192 833) be addressed to Council with Council invoicing the Community Association for street lights which are CA responsibility.</p> <p>Invoices relating to accounts #1716 841 766 and #0644 814 569 are to be readdressed to Council for payment.</p> | DPS | Immediately then every two weeks until resolved |
| <p>2.4 10 Murra Murra Place Plans</p> | <p>The Managing Agent is to enquire on</p> | DPS | Immediately |

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| for alterations DPS tables the email to the architect detailing non-compliance with the Design Guidelines, and reports on feedback received | the status of the application for Murra Murra Place with the applicants architect. | | then every two weeks until resolved |
| 2.5 1 Meyler Close DA for house alterations Dynamic provided a copy of its email to the owner of 1 Meyler Close outlining the non-compliance of its DA and a copy on any feedback received from the owner | The applicant is to be informed that the fence does not meet with the requirements of the Randwick Council Development Control Plan where fences are dealt with on Page 43, Clause 4.16 Fences, subheading Controls Item vi. | DPS | Immediately then every two weeks until resolved |
| 2.6 Annual General Meeting The Executive Committee determines the date of the next Annual General Meeting (13 February 2018?) and authorises publication on the website | The Annual General Meeting will be held on Tuesday 27 February 2018. The Executive Committee Meeting will be held on the second Tuesday of the month, bi-monthly after the Annual General Meeting. | ALL | |
| 3. FINANCIAL REPORT: | | | |
| 3.1 Financial Statements to 30 September 2017: Resolved that the financial statements for the period ending 30 September 2017 be tabled and received. | Resolved | DPS | |
| 3.2 Schedule of Arrears: That the Executive Committee receive the schedule of arrears. | No action on levy arrears was taken at this time. | DPS | |
| 4. RANDWICK CITY COUNCIL (RCC) MATTERS: | | | |
| 4.1 Irrigation and Maintenance Deeds: <ul style="list-style-type: none"> That the Executive Committee determine whether the Deed will be executed at a General Meeting or committee meeting of the Association. On a related matter that the Executive Committee determine the instructions to be given to Adrian Mueller, the solicitor acting for the Association, in regards to stormwater pipes located within lots that are not covered by the Deed and are currently the responsibility of the C/A in accordance with the management statement and in accordance with registered easements. (refer item 8 below) | Resolved that the Executive Committee can execute the Storm Water Harvesting Storage and irrigation Deed and that the Chairperson, Susan Graham be authorised to sign the Deed and affix the common seal. | DPS | |
| 4.2 Lot 1 - Jenner Street | A copy of the Title of the Common | DPS | Immediately |

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| <p>Driveway</p> <ul style="list-style-type: none"> Dynamic to provide an update on the progress of the project That the Executive Committee considers and determines who is responsible for repairs to the lintels and doors of the communications building which form part of the building structure. | <p>Property of the Community Association is to be provided to Alan Glass.</p> <p>The Executive Committee will await a response from Council before determining who is responsible for the repairs to the lintels and door of the communications building.</p> | SG | and every two weeks until resolved |
| 5 SITE MONITORING: | | | |
| <p>5.1 Site monitoring:</p> <ul style="list-style-type: none"> Dynamic provided an update on follow up and feedback on the most recent site monitoring letters sent and advises whether the process is efficient That Dynamic provides an update on the request to call the owner of the cherry picker parked on Harvey Street for more than a week That the EC discusses and determines the ongoing viability and efficacy of site monitoring Boat in Ewing – Executive Committee to determine whether an application for information on the owner of the boat is made with GIPA due to the person originally identified as the owner of the boat nether confirming or denying ownership. | <p>It was resolved that the Managing Agent will on all occasions request the recipient of the breach letter responds in writing that issues identified during site monitoring have been addressed. The committee instructed the Managing Agent to follow up breach letters, and if no response received within 21 days then the Managing Agent will follow up by email and phone. A thank you email to be sent for matters resolved during this process.</p> <p>A report detailing resolved and unresolved matters will be provided to the committee to facilitate a decision at the ensuing meeting on further action if required</p> <p>The cherry picker is now parked in Gull Street on strata property. The managing agent of that strata plan advised the equipment is being used to carry out defect rectification works at the property and undertook to provide a timeframe for the works.</p> <p>The Managing Agent is to make a G.I.P.A application to try and determine certainty of the identity of the boat owner who has parked the boat in Ewing Avenue so that this person may be taken to the Tribunal for breach of By-Law. Susan Graham to provide Facebook conversations as a back up to the application.</p> | DPS All | Immediately and every two weeks until resolved |
| 6 TELECOMMUNICATIONS: | | | |
| <p>6.1 Pivit/Telecoms:</p> <p>Dynamic tables a copy of the letter sent to Optus CEO (not previously provided) and reports on follow-up and feedback. The Executive Committee are to determine further</p> | <p>There has been no response to letters sent to the CEO's of Telstra and TPG. The Optus letter was sent out just prior to the 10 October meeting and no response has been received. The</p> | DPS SG MM PW | |

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| <p>action on the Pivit issue after no response has been received to the letter sent to the CEO's of Telstra, TPG and Optus which had been drafted by local MP Matt Thistlethwaite's office.</p> | <p>Executive Committee instructed the Managing Agent to personally ring the CEOs, speaking with their assistants if unable to speak directly to the top men, to request clarification on each one's intentions.</p> <p>Managing Agent to advise the outcome of these calls to the EC.</p> <p>Managing Agent to email Matt Thistlethwaite, cc Leigh Heany and Nick Moncrieff Hill:</p> <ul style="list-style-type: none"> • thanking Matt for his letter and offer to make representations to the Minister for Communications on behalf of the CA • advising him of the lack of response from the telcos • informing him that a disappointing response to the lawyer's letter had been received from the Minister's office. <p>Attach copies of Adrian's letter and the response received.</p> | | <p>Immediately and every two weeks until resolved</p> |
| <p>7. SUBDIVISION DA – 4 MEYLER CLOSE:</p> | | | |
| <p>7.1 Dynamic provided the Executive Committee with an update on the status of the DA and the objection submitted to Council.</p> | <p>The Development Application for 4 Meyler Close is with the Heritage Office and may be received back by Council in a week.</p> <p>Shane Watson is the Council Officer dealing with the application and his contact number is 9083 6979.</p> <p>Managing agent to follow up next week and update committee of outcomes.</p> | <p>DPS</p> | <p>Immediately and every two weeks until resolved</p> |
| <p>8. REVIEW COMMUNITY ASSOCIATION COMMUNITY MANAGEMENT STATEMENT:</p> | | | |
| <p>8.1. That the Executive Committee determines appropriate amendments to the management statement to be taken to a general meeting of the C/A. Particular consideration is required to extinguish all responsibility for irrigation of new by-laws and amendments suggested by Adrian Mueller is required in order to determine how amendments of the management statement will be presented to members at a general meeting.</p> | <p>The review notes for changes to the Community Management Statement will be forwarded to Adrian Mueller after they have been received from the Chairperson, Susan Graham and reviewed by committee.</p> | <p>MM KB SG ALL</p> | <p>Immediately</p> |

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| 9. Map of CA | | | |
| <p>9.1 Update on map and picture summary of Prince Henry Community Association which defines the Community Association lots, Neighbourhood Association and Strata Plans.</p> <p>Project details:</p> <p>Name of architect: Ladd Hudson Architects</p> <p>Name of original project: Prince Henry Ownership, Management & Maintenance Land</p> <p>Project No: 03-364</p> <p>Project Date: 24 February 2010</p> <p>New project requirements: Update plan to reflect 2017 and produce updated Picture summary with new photos</p> | <p>Ken Barker will follow up the architect for the picture summary map of the Community Association which defines the lots; Neighbourhood Association and Strata Schemes.</p> | KB | Immediately and every two weeks until resolved |
| 10. OTHER BUSINESS: | | | |
| <p>10.1 Discuss items that may have been omitted from agenda or have arisen since agenda was distributed.</p> | <p>The Executive Committee wish to be advised by Telstra whether all residents will be able to access the Telstra Network from work being undertaken by Moran's adding towers to their buildings.</p> <p>The Executive Committee are agreeable to meeting or speaking with Telstra representatives regarding Network Access issues.</p> <p>Moran's request for changes to building will be reviewed further once Managing Agent obtains more details for request.</p> | DPS | Immediately and every two weeks until resolved |
| 11. SCHEDULE OF FUTURE MEETINGS: | | | |
| 11.1 That the Executive Committee determine the AGM date | Resolved that the Annual General Meeting be held on Tuesday 27 February 2018. | | |
| 11.2 That the Executive Committee note the next Executive Committee 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. | |
| 12 December 2017 SCM and then every second Tuesday of every even month (bi-monthly) | 20 November 2017 | 27 November 2017 | |

CLOSURE:

The chairperson declared the meeting closed at 7.50pm.

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.