



SP 69259

## Subcommittee Report

Revised 18 Dec for: 18 December 2013

## Table of Contents

The Treasurers' Report .....	3
Building Management .....	4
Communications .....	6
Building Defects & Fire Order .....	7
Energy & Security .....	8
Garden & Landscaping.....	9
By-Law Compliance .....	10
Pool & Breezeway.....	11

## Document History

Date	Comment
16 Dec	1 <sup>st</sup> issue
18 Dec	Pool & Breezeway added

## The Treasurers' Report

The monthly financial reports prepared by the SM, outline costs to date, in detail.

There are a number of building maintenance (non-defect) costs appearing; these relating to 'new' roof and bathroom leaks, lighting maintenance and (HWS) thermostatic mixing valve replacement.

There have been significant increases to electrical supply costs.

The Treasurer agreed to a budget of \$1K for the refurbishment of the BM office. The BM subcommittee report outlines actual costs. Costs came in under budget.

### SM Accounting

There continues to be concern that the Strata Manager is mislaying or delaying forwarding invoices through for approval. An invoice forwarded for approval only this week (12/12), was dated 29 August 13. *The Strata Manager has given a commitment to improve the timing of processing invoices.*

The SM is responsible for alerting the EC to expiry dates on period contracts. A period contract with Kone elevators was allowed to 'rolled-over', under the existing contract terms in July 13. We are currently attempting to negotiate a better rate with Kone.

### Invoices approved to date

Invoices received and approved via the BM since the last EC include (batches dated)

- 26/10 \$6K (incl annual fire Inspection @ \$4.7K – contract)
- 1/11 \$13.7K (incl K&S BM & Cleaning fee – Oct @ \$10.2K)
- 9/11 \$3.8K
- 19/11 \$10.7K (incl TMVs @ \$7.9K)
- 30/11 \$0.9K
- 5/12 \$8.9K (incl TVSAT (Foxtel) contract \$1.6K; Kone contract \$5.5K)
- 13/12 \$5.6K

These invoices can be sighted on Drop-Box (under: *Mondrian > Financials – Treasurer > 1 Batched Invoices*), by their respective batch dates and are reflected in the SM's monthly financial reports.

## Building Management

Members:                    **Bruce Aitken \***                    Ian Hulme                    John Hutchinson  
   Mark Rodgers                    Michael Brindley

Updates to the previous BM Subcommittee Report, are as follows:

- all seven Thermostatic Mixing Valves (TMVs), were replaced with new at \$7.9K. The work was completed during November
- it was decided, defer replacement of the LED pool lights, until after the building defects:- pool retiling and landscaping works are complete (est Aug 2014)
- the electrician is currently determining a 'fix' and/or replacement of *failing* balcony wall lights and how many are effected. *We have determined the lights were custom fabricated for Mondrian.*
- it has been decided to defer the annual key audit until after the new Building Manager was appointed and settled into the role – *now likely to be Mar 2014.*

K&S did not *closeout* the following items, noted in the previous BM Subcommittee Report (31 Oct); before their 30 November departure:

- parapet capping rivets – clarifying extent of work within initial quote (@ \$4.5K) and obtaining a second quote
- determine the number of gate lock housings in need of replacement and order their fabrication – quoted at \$480 each
- provide the maintenance inspection report for buildings 1, 2 & 4.
- further populating MyBOS

A meeting of the Building Management subcommittee was held on Wednesday 14 November to discuss the transition to the new Building Management company, ABMS. Tasks were divided amongst the committee members to be achieved by 30 November. A number of items identified as necessary 'hand-over' subjects and updates were requested of K&S; a number of which were not were fulfilled.

The BM subcommittee determined the need to undertake refurbishing the BM's office, with the change to the new BM company. Concurrently, the Communications subcommittee advised the need to house the computer and security hard-drives in a dust free, secure and controlled environment; it was agreed to purchase a communications rack for this purpose. A budget of \$1K for the overall BM office refurb, was agreed. Actual costs are:

Desk & return	\$367
Carpet	\$110
Comms Rack	\$350
<b>Total</b>	<b>\$827</b>

Thanks to John H, Mark R, Michael B, Chris F for a weekend of labour to get the BM office presentable; and to those who donated the surge protector, mobile pedestal, paint and brushes/rollers.

We are pleased to have been reasonably prepared for the new Building Manager, Australasian Building Management Services' (ABMS) Mick Collins start; with the BM office upgrade, new document templates; and schedules of 'open works' that the BM subcommittee had identified.

The Communications Subcommittee were instrumental in the setup of the BM's computer, installing firewalls, resetting access passwords, and providing a tutorial on the CCTV system and use of the forum (for BM/EC discussion and instruction).

We are pleased the new BM has settled in; now two weeks into the job. Already we are

receiving positive feedback from residents. Since Mick's start, he has meet a number of residents, become familiar with the building, it's equipment and services; and met with most *regular* contractors. He is a great supporter of BM software and is well underway with populating MyBOS with 'assets' and 'cases'.

This EC meeting will witness our first MyBOS generated Building Management Report.

With the change in Building Manager, we also changed Cleaning companies. THB commenced work on 1 December. During their first week, there was an army of cleaners to bring the cleaning elements of the Mondrian to a presentable level. *The place looks good.*

Both the Building Manager and Cleaning companies have very clearly defined tasks.

An Annual (WHS) Compliance Report was commissioned and published in August 2013, we have only just been provided a copy. The BM and BM subcommittee lead will determine works necessary to be undertaken from this report.

## Communications

*Members:*

**Mark Rodgers \***  
Karen Hannan

John Hutchinson  
Michael Brindley

Chris French

The subcommittee chose and recommended a new logo for the complex. It now is in use for all official documentation. The recommended fonts to be used in conjunction with the logo are Futura Light, Futura Extended and Futura Bold. The subcommittee will discuss further the use of other fonts i.e: Helvetica Neue/Helvetica.

A joint email from the communications lead and the secretary was sent out to all EC members reminding them of their responsibilities and duties in regards to the handling of confidential communications.

The Mondrian website is now in building stage. The home page and subpages are all in place and work is now beginning on populating the pages with content. Our URL address is now confirmed as: .com.au

With the change of building manager the owners corporation has now taken control of the BM office landline and internet. The BM now has an email address assigned via our website URL.

## Building Defects & Fire Order

*Members:*

**John Hutchinson \***

Karen Hannan

Bruce Aitken

Liana Rigon

Ian Hulme

### Building defects

We are still on schedule for Biltbeta to start work on defects on Feb 3. Mathew Turner the project manager has agreed to supply a schedule of where they want to start and timeframes for the works on the various apartments and common property areas. I am chasing him to get something ahead of the holidays. We can then apprise owners / residents.

Our previous building management was supposed to create a log of all leaks and other defects involving common property as the basis of developing a scope of works for fixing issues that were outside the Scope of Works settled with the insurer. There is little record of this having been done and we are having to rely upon new building management to build this record. In the New Year quotes will have to be sourced for this work.

### Fire order

There is now a real possibility that we can pin down Council to a final list of Fire Order items that require attention. Changes of council staff have led to conflicting determinations by one council officer and another. A meeting with Greg Evans of Council produced substantial agreement subject to our consultants AE & D providing some additional detail, although council continues to introduce new requirements that were never in the original fire order.

The revised Fire Order will be reissued and we are seeking a 12 month extended timeframe to complete most work with a 24 month horizon for 2 items where the logistics of access are complicated.

It was heartening that the recent installation of access panels in all 137 apartments was achieved with the full cooperation of owners and residents. A similar access exercise will need to be conducted next year for further works.

## Energy & Security

*Members:* John Hutchinson \* (Energy) Ian Hulme  
Mark Rodgers \* (Security)

### Energy

We have a number of quotes for installing LED sensed units in the firestairs and carpark. Most of the quotes are for a Chamaeleon branded product with an alternative product supplied by LED Direct.

Examples of both of these have been installed in the car park for demonstration purposes.

The different quotes, whilst using similar product, vary not only in the quoted installation cost but also in the lighting configuration they recommend – eg different units over car spaces to the driveways.

The installation has been agreed to by Owners in principal and has been budgeted, so we should be able to proceed early in the new year as soon as the most effective configuration is clarified.

In the meantime EC and Owners are urged to have a look at the 2 demo units – 1 is just inside the inner roller door and the other is in the western driveway under bldg 3. They operate on a reduced light level until movement is sensed when they come up to full brightness, dimming down again to low level one minute after motion ceases to be sensed.

Mondrian's power bills have increased substantially since June of this year when Strata Plus changed the service provider. We are now being billed for 3 meters we were never billed for before. After investigating why this might be and whether there was a billing error, it appears that the current billing is correct in that it is for common property meters we do indeed have and that in past years we have been underbilled. The sooner we move to LED's throughout, the sooner we can mitigate this cost increase.

### Security:

We have now received back the old CCTV DVR from repairer NTS. The DVR still continues to randomly go into a restart cycle which NTS believes could be triggered by a faulty video card. We have asked NTS to provide a quote for a replacement card. As an interim measure, the faulty video card will not be used and cameras that would be using this video card have been split between the spare video card in the old DVR and two cameras are being recorded and monitored in the replacement 'loan' DVR from NTS. All three IP cameras are now up and running. This is ongoing.

## Garden & Landscaping

*Members:*

Chris French \*

Marshall Hartwich

Michael Brindley

The gardening subcommittee arranged a consultation with interested owners to discuss the proposed changes to the poolside landscaping. Two options were distributed to owners as part of this consultation process. At the recent EGM, owners endorsed the proposal for removal of the cotton trees and replanting with various palms (option 1). Owners also endorsed removing the rubber trees along the western boundaries of the complex and replanting with a plant that is similar in appearance (*Eumundii quandong*), but without the root issues.

Removal of the cotton trees and rubber trees will occur next year in tandem with the building rectification works.

Several other garden beds have been identified as needing further input, in particular the garden beds at both ends of the breezeway.

- Opinion has been canvassed amongst the EC regarding either the removal or replanting of the bamboo in the southern planter boxes under the breezeway, to achieve a consistent aesthetic in this area of the common property. Further consultation is planned before a final decision is made.
- The most southern planter boxes under the breezeway require tidying of the plants and new pebbles. Alternative plantings are also being considered for these planter boxes.

Irrigation problems were experienced during the warm weather in October and November, particularly impacting upon the front lawn. The irrigation problems have now been addressed but will require ongoing monitoring.

## By-Law Compliance

Members:

Chris French \*

Karen Hannan

Liana Rigon

The by-law amendments were put forward to owners at the recent EGM and adopted.

The legal advice obtained during this review process suggested that by-law 6 related to floor coverings has several significant issues. The subcommittee felt that this by-law in particular was not ready to present to owners and required further amendments as part of the review process. As a part of the review of this by-law, the committee propose having acoustic testing done to several floor systems to advise the highest reasonably achieved standard.

The legal advice also suggested that by-law 25 (exclusive use) and by-law 26 (air-conditioning) had some problems that still need addressing. These by-laws will be reviewed further ahead of the AGM next year.

With a large number of the amended by-laws now adopted, the subcommittee have started to look at a review and update to the rules. These rule changes will be presented to the Executive Committee at a later stage.

The subcommittee have also started the process of updating the application forms. This will require the rule changes to be adopted before the updated forms can be finalised.

The subcommittee have started to look at the processes for applications and the deposit/refund of bonds, as well as dealing with by-law breaches.

*\* Another task of the subcommittee has been to review and begin to address the outstanding by-law breaches that remain unresolved.*

## Pool & Breezeway

*Members:*

Michael Brindley \*

Liana Rigon

Bruce Aitken

### Consultation with owners:

The Garden and Landscaping and the Pool and Breezeway subcommittees met with interested owners by the pool on the 2<sup>nd</sup> of November to discuss ideas and receive feedback on plans for the poolside landscaping, the HOW pool works (and the subsequent opportunity to upgrade the pool facilities) as well as making the pool compliant with the Swimming Pool Act.

It was a great turnout and many residents were very supportive of the ideas proposed. Some of the ideas discussed were: keeping the present colour of the tiles (mostly yes), surrounding the pool in glass and how that would be achieved (not ideal), how we could stop locals from using the pool by erecting breezeway fences (Conditions of consent from Council on the DA seem to prohibit this option), the chance to extend decking on the far eastern corner of the pool as well as extending the decking on the northern side of the pool to increase useable space. There was clear support for these options from owners present at this meeting as there is a real need for more space so residents can enjoy the pool area during the summer months.

### Appointment with Peter Glass on 7th November

Members of the EC met with Peter Glass, principal of Peter Glass and Associates, who are landscape architects and pool designers. Peter was approached for input on how to make the pool compliant with the Swimming Pool Act and to give ideas on how we could elevate the pool back to the central 'wow' factor of the complex. It was a lively and ideas driven meeting.

Peter is currently actively lobbying the state government around inconsistencies of the Act that are affecting many pool owners in achieving pool compliance. He has suggested a way forward (such as looking at an exemption under Section 22 of the Pools Act) for the sections of above ground pool wall. Peter has also suggested some potential ways to achieve compliance with alternative pool barrier solutions if this exemption is not granted. It is recommended that Peter be directed to draft these alternative solutions while still pursuing an exemption from a council certifier.

There is also an identified need for the Mondrian to keep its premium and quality reputation in the area with some upgrades to the pool facilities. The defect rectification works provide an ideal time for some of these upgrade options to be considered. Peter has outlined a range of ideas from the initial meeting and suggests surveying the owners to get feedback on potential upgrades that they would support. This questionnaire will be developed over the next couple of weeks and hopefully sent to owners early in the new year.

Peter Glass has forwarded a fee proposal to be engaged by the Owners Corporation to oversee achieving compliance and reviewing potential upgrades.

### Pool Compliance with the Swimming Pool Act

The subcommittee lead has commenced the process of applying to council for both an exemption under Section 22 of the Pool Act and also a Compliance Certificate. The next steps will be much clearer once the council officer has inspected the pool, which at this stage looks like it will be early in the new year.