

Strata Schemes Management Act 1996 (NSW)

MINUTES OF AN EXECUTIVE COMMITTEE MEETING

The Owners – Strata Plan No. 69259

Mondrian

2-4 Powell Street, Waterloo

DATE, PLACE AND TIME

The meeting was held on Wednesday, 18 September 2013

In the office of Strata Plus Pty Limited

Level 2, 80 Cooper Street, Surry Hills

The meeting commenced at 6.15 pm

PRESENT:

M Hartwich	Lot 1
M Rodgers	Lot 17
I Hulme	Lot 21
B Aitken	Lot 32
K Hannan	Lot 75
L Rigon	Lot 112
M Brindley	Lot 117
J Hutchinson	Lot 123
C French	Lot 133

IN ATTENDANCE:

A Laffy	K&S Building Management
J Killorn	K&S Building Management
D Ferguson	Strata Plus Pty Limited

CHAIRPERSON: John Hutchinson

MINUTES

STATUTORY MATTERS		
MOTION 1	MINUTES	RESOLVED that the minutes of the last Executive Committee meeting held on 28 August 2013 be confirmed as a true and accurate account of that meeting.
OFFICE BEARERS & SUB-COMMITTEES		
MOTION 2	OFFICE BEARERS	RESOLVED that the following Office Bearers be appointed. Chairperson: John Hutchinson Secretary: Karen Hannan Treasurer: Bruce Aitken A vote of thanks was given to the outgoing committee members.
MOTION 3	SUB-COMMITTEES	An update was received on the status and progress of current sub-committees. Structure and Membership: (a) Confirm sub-committees required for 2013/4, structure and responsibilities: <ul style="list-style-type: none"> ▪ Communications ▪ Building Management ▪ Building & Fire Defects

		<ul style="list-style-type: none"> ▪ Energy & Security ▪ Garden & Landscaping ▪ By-Law Compliance ▪ Pool/Breezeway <p>Agreed that the Lead for each sub-committee will be the primary contact between the sub-committee and the Strata Manger/Building Manager (as appropriate).</p> <p>(b) Appoint lead and confirm members for each sub-committee: members of the subcommittees were appointed as below with asterisk * denoting subcommittee lead / chair.</p> <p>Communications</p> <ul style="list-style-type: none"> ▪ M Rodgers* ▪ John Hutchinson ▪ C French ▪ K Hannan ▪ M Brindley <p>Building Management</p> <ul style="list-style-type: none"> ▪ B Aitken* ▪ I Hulme ▪ J Hutchinson ▪ M Rodgers <p>Building & Fire Defects</p> <ul style="list-style-type: none"> ▪ J Hutchinson* ▪ B Aitken ▪ I Hulme ▪ K Hannan ▪ L Rigon <p>Energy & Security</p> <ul style="list-style-type: none"> ▪ M Rodgers* (Security) ▪ I Hulme ▪ J Hutchinson* (Energy) <p>Garden & Landscaping</p> <ul style="list-style-type: none"> ▪ C French* ▪ M Hartwich ▪ M Brindley <p>By-Law Compliance</p> <ul style="list-style-type: none"> ▪ C French* ▪ K Hannan ▪ L Rigon <p>Pool/Breezeway</p> <ul style="list-style-type: none"> ▪ M Brindley* ▪ B Aitken ▪ L Rigon ▪ M Hartwich <p>(c) Identify gaps in Sub-Committee membership and agree process to invite additional residents as appropriate for each group: It was agreed that the individual sub committees would coopt non EC members to assist as required.</p> <p>(d) RESOLVED that the Executive Committee agreed to provide each EC member with a single unrestricted access fob which is to be arranged by the Building Manager.</p>
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MOTION 4	CODE OF CONDUCT	UNANIMOUSLY RESOLVED that the Executive Committee endorsed the attached Code of Conduct as representative of Motion 8 of the AGM of 28 August 2013. That the Executive Committee agreed to act in accordance with the Code of Conduct.
FINANCIAL MATTERS		
MOTION 5	FINANCIAL PARAMETERS	<p>RESOLVED that the Executive Committee established parameters for the following matters:</p> <ul style="list-style-type: none"> ▪ Obtaining Quotations (Building Manager) E.g. Value and number of quotations to be obtained etc. ▪ It was agreed that except for emergency work the following authority limits should be observed by the Building Manager who should obtain quotes as follows: <ul style="list-style-type: none"> ○ Less than \$2000 Schedule of rates or 1 quote ○ Over \$2000 obtain 2 quotes ○ Over \$5000 obtain 3 quotes ○ Quotes expected to be over \$7000 will be undertaken in consultation with the EC. ▪ Approval of Work Orders in respect of work orders raised for amounts of less than \$2000 no EC approval is required. In respect of work orders in excess of \$2000 EC approval is required subject to the above quotation requirements. ▪ Paper Flow of Approved Invoices All invoices to go to Treasurer from Building Manager and to have detailed approval noted on them by BM. When approved, invoices to be forwarded to Strata Manager for payment. It was noted that the current practice of the building manager copying in the strata manager with invoices he sent to the Treasurer should cease as it could confuse.
BUILDING DEFECTS & FIRE COMPLIANCE		
MOTION 6	DEFECTS & FIRE ORDER UPDATE	<p>A report was received from Subcommittee on the status including latest report by AE&D Fire consultants. There was discussion on the best method of arranging for all 137 apartments to be accessed by the fire consultants for the purpose of inspecting dampers and wall penetrations as well as fitting inspection hatches in bathrooms. John Hutchinson noted that Mondrian had previously (during the Paul Evans Defect report stage) used the services of IBC to take bookings and produce run sheets for the consultants. 100% access had to be achieved with the consultants working over a 3 week period. :</p> <ul style="list-style-type: none"> ▪ Preparation For Commencement of Defects <ul style="list-style-type: none"> (a) Access arrangements for Builder It was noted that Suzie Broome had advised that the contract with the builder had not yet been signed and that therefore no access arrangements could be negotiated at this point. (b) Where to locate builder's sheds etc. DEFERRED PENDING OUTCOME OF (A) (c) Site meeting with builder DEFERRED PENDING OUTCOME OF (A)
CTTT		
MOTION 7	COMPLIANCE	RESOLVED that the Applicants to advise the CTTT that they are satisfied following the recent AGM that was held.

APPLICATIONS		
MOTION 8	REVIEW OF APPLICATION PROCESS	<p>(a) That an update be provided in relation to the status of outstanding owner applications (e.g. storage units, hard flooring, pets etc) including the status of acoustic testing and the refund of bonds paid.</p> <p>An update was tabled showing hard floor applications which had not been finalised with submission of acoustic testing results as required by the By law. The By-Law sub-committee will review all outstanding applications. The sub-committee will also assess all By-Laws and rules for currency and relevance. Recommendations for any potential changes to be presented to the EC.</p> <p>(b) That the Executive Committee reviews the existing process for approval of general applications.</p> <p>The By-Law Compliance subcommittee has been assigned this responsibility and will review the process</p> <p>(c) That the Executive Committee determines the location for owners and tenants to access application forms.</p> <p>This matter was referred to the By-Law Compliance subcommittee to determine in consultation with the Communications subcommittee. D Ferguson demonstrated the “public” page for Mondrian on the Strata Plus website where forms are available. There were concerns about its design.</p>
MOTION 9	PET APPLICATION LOT 51 (APT 307)	RESOLVED that the application provided by the owner of Lot 51 (Apartment 307) requesting permission to keep a cat within their apartment be considered and accepted.
BY-LAW COMPLIANCE		
MOTION 10	EXISTING BY-LAW BREACHES	RESOLVED that the Executive Committee reviews the existing list of by-law breaches and any actions to be taken be determined at the next meeting.
MOTION 11	BY-LAW NON-COMPLIANCE	<p>RESOLVED that that the following units are in breach of by-law 15 relating to no permission for pets:</p> <ul style="list-style-type: none"> ▪ Unit 354 ▪ Unit 336 ▪ Unit 227 <p>RESOLVED that Unit 208 continues to be in breach of by-law 5 with mirror ball suspended from common property.</p> <p>Breach letters to be issued to the above mentioned units.</p>
MANAGEMENT & MAINTENANCE		
MOTION 12	ENERGY UPGRADE	RESOLVED that the Executive Committee discuss the energy upgrade and determine ways to manage this project. It was noted that the subcommittee would meet shortly to refine the scope of works and identify suitable suppliers.
MOTION 13	BUILDING MANAGER'S REPORT	RESOLVED that the Executive Committee receives the Building Manager's report and any actions to be taken be determined.
MOTION 14	BUILDING MANAGEMENT	RESOLVED that an update be provided on the outcome of the meeting between the Executive Committee and K&S Building Management Services in relation to building management duties and performance. It was NOTED that a meeting between members of the EC and J Killorn had taken place to confirm the scope of building management and cleaning duties. A further meeting was scheduled for later in the week.

MOTION 15	STRATA MANAGEMENT	RESOLVED that the Executive Committee discusses the EC's expectation of SM and SM expectation of EC generally and specifically e.g. turnaround time on emails. It was agreed that 48 hours (2 business days) would be established for emails/phone calls.
MOTION 16	COMMUNICATION	RESOLVED that the existing communication types, frequency, channels and effectiveness be discussed and make changes as required. <ul style="list-style-type: none"> ▪ Responsibility is assigned to the communications sub-committee to resolve. ▪ It was agreed that the Lead for each sub-committee will be the primary contact between the sub-committee and the Strata Manager/Building Manager (as appropriate).
MOTION 17	INSTRUCTIONS TO STRATA MANAGING AGENT / BUILDING MANAGER	RESOLVED that any further instructions relating to the maintenance or management of the common property be issued to the Building Manager and / or Strata Managing Agent.
NEXT MEETING		
MOTION 18	NEXT MEETING	RESOLVED that the next Executive Committee meeting be held at 6.15 pm on Thursday, 31 October 2013 in the office of Strata Plus Pty Limited, Level 2, 80 Cooper Street, Surry Hills.
CLOSURE		There being no further business the chairperson declared the meeting closed at 8:40 pm.