The Body Corporate for

EMERALD LAKES

THE QUAYS

Minutes of Committee Meeting

Held Tuesday, 14 December 2021 at 5.30pm in The Community Room

Minutes of Committee Meeting – CTS 33891 – Tuesday 14 December 2021

1. **ATTENDANCE**

Committee: Darren McLean (Chair | Tres), Jock Alexander (Sec), Margaret Comber, Chris Mathew (PBC Rep), Kaye Glover, Fiona Day, Greg Norris (via Zoom), Mike Murray (BCM), Ben and Jess Christiansen (Caretakers).

Others: Harry Pampel (3081); Lorraine Newlyn (3100); Sue & Andy Doves (3006); Dennis Waterford (3030); Clive Dryden (3024); John Mandile (3007);

Noting a quorum being present, the Chair declared the meeting open at 5:35pm.

2. **CONFIRMATION OF MINUTES**

a. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

Motion: That the minutes of the previous committee meeting held 21 September 2021 be confirmed.

YES	NO	ABS
7	0	0

b. CONFIRMATION OF VOTING OUTSIDE COMMITTEE (IF ANY)

The Chair advised there had been no VOC since the previous meeting.

YES	NO	ABS
7	0	0

3. **MATTERS ARISING**

a. ROOF INSPECTION REPORT COMPLETED – RFP FOR PRIORITY WORKS

Chair reported on work done to date as discussed in an informal meeting a few week ago. Summary of the roof inspection report was shared on screen. Several categories of work were identified including priority 12 buildings with leak zones. A link to this report has been circulated for those who wish to view their building.

A Request For Quotation (RFQ) was subsequently issued to five different companies of which three had responded with pricing. The pricing summary was presented on screen for consideration.

The chair gave a brief overview of the companies being considered. All are licenced contractors carrying required insurances and providing warranty on works. Committee discussion ensured around QBCC licences, warranties, and other safeguards in place for the body corporate. It was recommended and accepted that the committee seek some references and/or independent testimonials for the preferred contractors.

The current budget line item pertaining to roof repairs contained $90,000 remaining. It was recorded that due to the expenditure proposed, an EGM would be required.

Motion: THAT subsequent to Margaret Comber sourcing references from proposed contractors, an EGM be called as soon as possible thereafter in January 2022 to allow owners to choose between the two most preferred contractors of West to West and Gro-life.

YES	NO	ABS
7	0	0

b. BUILDING CLADDING COMPLIANCE (PART 3)

The Chair advised that a similar RFQ process had been undertaken with regard to the building compliance reporting. Contractors having quoted and/or approached were Sotera, Safer Buildings Group, DMA Engineers, Solutions in Engineering and Omni.

A summary of the quotes received was presented on the screen. Both DMA and Safer Buildings Group are confident the body corporate can exit the process at this stage.

Motion: THAT an EGM proposed for January also allow owners to choose between the two most preferred contractors of Safer Building Group and DMA Engineers to progress the stage three report required for exiting the QBCC building cladding compliance processes.

YES	NO	ABS
7	0	0

c. CENTRAL PLACE TILING TO STAIRS
Last meet discussed repair and sourced quotes for the Central Place stair tiling repairs. The recommended contractor, Michael Smallbone, quoted $8972.00 which was marginally more than the alternative. The committee discussed the satisfactory performance of this contractor having done works for the body corporate previously. It was also noted Michael Smallbone's tile were of better quality and colour matching. The BCM cautioned to investigate the cause of the lifting tiles once they were lifted so as to not tile over the same problem if not remedied.

Motion: THAT the Michael Smallbone quote of $8972 to replace/repair the tiling to the Central Place stairs be accepted .

YES	NO	ABS
7	0	0

d. LEAKING WALLS IN QUAY NORTH HOMES (3308, 3314, 3207)
3314 had a lot of water coming onto the floor of the garage. 3207 and 3308 have external drainage pipes within and tomorrow (15/12/21) a contractor is attending to place inspection cameras down those pipes to investigate the leak source. 3308 has leak occurring inside the dwell an affecting the plaster ceiling with 3207 having a similar issue.

Motion: THAT the cost of camera inspection at a cost of $200 +GST be ratified and THAT the quote received from Wetfix in the amount of $900 be accepted and THAT inspection and maintenance manholes be installed in appropriate locations within lots 3308 and 3207 by Mackas Maintenance at a cost of $400 each.

YES	NO	ABS
7	0	0

e. TIMBER PERGOLAS AT QUAY SOUTH – QUOTES RECEIVED
Quotes received from Coastwide were $6430 for timber work and $6800 for painting. Quotes received from M Group were $19,000 for timber work and $13,000 for painting. It was further noted that Coastwide were available to commence the works in February 2022.

Motion: THAT the body corporate proceed to engage Coastwide to complete the timberwork only at a cost of $6430 and that further quotes be sourced for the subsequent painting as required.

YES	NO	ABS
7	0	0

f. SOLAR PANEL POLICY AND BY-LAWS
It was proposed that recommendations regarding solar be made to owners at the AGM and that the AGM be called as early as practicable after the end of the financial year.

It was proposed to examine -

- Solar installation to reduce body corporate energy expenses such as at the pool providing a return on investment can be realised.
- Building whereby two or more units share common roof space to ensure a fair and equitable allocation on a KWH basis.
- What will be the minimum specifications for owners wishing to install solar?
- Whether any variation to existing by-laws may be required to accommodate the proposals.

Discussion continued for some time as to the variety of different situations and circumstances that existed and the complexity of designing a common specification across all lots.

4. FINANCIALS

a. CURRENT YEAR FINANCIAL STATEMENTS

The Treasurer displayed the current accounts on the screen and address the financials.

Admin fund expenditure to date is $353,000 on a budget of $486,000 with $133,000 remaining. The BCM noted small anomalies can occur and that figures could be somewhat skewed because of levies being due within the period for which they were raised as opposed to being due at the beginning of the period. This is particularly evident in the aged balance list.

Assuming all levies are received when due, net assets on 1 January can be expected to represent $806,000 with the only liabilities of note to be GST.

Overall expenditure is 27% under budget and there is approximately 27% of the financial year remaining so all is tracking well.

The treasurer noted that PBC expenditure of earlier in the year would also skew the figures. $102,000 was budgeted whereas expenditure was $108,000. The BCM gave an undertaking to investigate the discrepancy and asked if the two financial years were aligned. The PBC financial year is one month later which, not necessarily but could account for the mismatch of precise figures.

b. ARREARS REPORT (INCL. LOT 3036 PAYMENT PLAN – BALANCE OWING)

The BCM reported there were a number of arrears lots that required following up and of note was Lot 3036 in significant arrears of $5936.

Motion: THAT the body corporate instruct the BCM to issue a final letter of demand to Lot 3036.

YES	NO	ABS
7	0	0

c. REVIEW OF FY20/21 ACCOUNTS – UPDATE, STATUS AND TIMING OF REVIEW

Update from committee members is yet available at this time as committee members are working on the review. It will be brought up to date in the new year.

5. CORRESPONDANCE

Nothing for the committee had been received by the Secretary in time for consideration at the meeting.

6. GENERAL BUSINESS

a. CARETAKER REPORT

Jess went through the caretakers report as tabled. Concern was raised about pool egress in the case of emergency. Change of locks at $45 each was recommended.

Motion: THAT locks of the pool enclosure be changed to enable egress without to need for a fob for a total cost of $90.

YES	NO	ABS
7	0	0

Jess reported the Men's toilet requires repair of water damage to the amount of approximately $200.

Motion: THAT repairs to the Men's toilet ceiling as reported be affected.

YES	NO	ABS
7	0	0

Approximately 3 x 300mm pots are required to completely fulfil the hedge around the pool have been quoted at $43+GST each.

<u>Motion</u>: THAT the 3 pots required to complete hedging be approved.

YES	NO	ABS
7	0	0

Tree roots on Central Place becoming exposed or problematic need to be investigated. The Chair undertook to investigate and report at next meeting.

New fly zapping machines have arrived and those previously hired from Pura Air will be removed this week.

New emergency signage at the pool is installed.

3048 Quay South Drive seek approval for water damage repairs to the ceiling by repainting with a quote provided in the amount of $326 inc GST,

<u>Motion</u>: THAT the quote of $326 to repair the damaged ceiling above the staircase of the above lot be accepted.

YES	NO	ABS
7	0	0

b. PET REQUESTS
The Meeting ratified the request and approval granted to Sandra Zouroudis of lot 3017 to keep a cat.

c. POOL SECURITY UPDATE
There has only been one incident report noted by the committee that was described as kids mucking up. Although the detail were somewhat ambiguous there was nothing more serious or further to note.

d. POOL SERVICING AND QUOTE FOR CHLORINATORS
The Caretaker reported that two of the pool chlorinators are beginning to or have already failed.
Trust Pools have recommended replacement with 2 commercial units at a total cost of $3090 Inc GST. (2yr warranty). These are the same units as currently exists. Poolwerx have recommended replacement with a larger single residential grade unit at a total cost of $1999 Inc GST. (1yr warranty)

<u>Motion</u>: THAT the two failing chlorinators be replace with like for like by Trusty Pools at a total cost of $3090 Inc GST.

YES	NO	ABS
7	0	0

e. POOL CONTRACTOR RECORD OF SERVICE
Discussion centred around verification of the chemicals invoiced being actually supplied and applied to the pool. The BCM relayed experiences whereby a body corporate had been sold 6 x 20KG bags of salt every week for a year amounting to 6240 Kg. The BCM advise the Committee it had purchased 14 bags of salt in the past two months and that it would be wise to monitor the legitimacy of this consumption into one pool.

While on the topic of potential overservicing, the Chair enquired as to the necessity for monthly maintenance of exhaust fans in carparks. It was not the necessity for such maintenance but rather the frequency of that maintenance that was discussed.

f. 3108/3208 MECHANICAL VENTILATION MONTHLY MAINTENANCE
The individual extraction fans of each lot were discussed for determining whether these are a body corporate maintenance responsibility or a lot owner responsibility.

The BCM advised that he was of the view that a building fixture was the body corporate responsibility but if the item constituted utility infrastructure that serviced a single lot then it became the responsibility of that individual lot owner.

It was agreed to obtain a few quotes in relation to Lots 3108 and 3208 and proceed accordingly.

g. PBC MATTERS –

a) PBC Representative
Although discussed at an earlier informal meeting, the position of PBC representative was declared vacated by the current representative, Darren McLean. Chris Matthew was happy to nominate to the position should the BCM be happy to share the role and/or where able attend meetings to assist. The BCM, Mike Murray, advised he was happy to assist whenever available to do so.

Motion: THAT PBC representative be Chris Matthew and that she be assisted and accompanied by the Body Corporate Manager, Mr Mike Murray when he is available to do so.

YES	NO	ABS
7	0	0

b) QUAY SOUTH GARDENING AND MAINTENANCE OF PBC AREAS
The was an enquiry received from Harry Pampel regarding the Quay South gardening and the monitor of contractors. There was concern as to how well they had been maintained over the past few weeks. It was noted there appeared to be some confusion for the delineation of gardening responsibility between PBC and The Quays body corporate.

The Chair noted there had been quite a few complaints and that a PBC garden maintenance plan requested was yet to be provided. As mostly relating to the new Garden Maintenance Plan of the PBC it was decided to further monitor the situation into the new year to allow sufficient time for the new contractors to settle into the role.

c) OTHER PBC MATTERS
From the floor and enquiry was made as to the marked speed increase around some crossings. The Chair advise that this issue was discussed at the most recent PBC meeting and traffic calming measure are being investigated.

Parking was also discussed with a range of novel suggestion being offered. The general consensus was that parking offenses should be dealt with proportionately against the scale and frequency of the offence by the offender.

h. THE QUAYS LOT OWNER COMMUNICATION (VIA NEW WEBSITE OR FACEBOOK PAGE)
Chris Matthew advised of her initiative with other members to develop a community website designed to promote more regular but less formal communication to lot owners who choose to use it.

While still in its infancy, the concept was endorsed and encouraged by all committee members.

7. RESOLUTION TO CALL AN EGM AND MOTIONS AN EGM

Motion: THAT the Body Corporate resolve to call an Extra Ordinary General Meeting to be held in the second half of January 2022 to have owners consider Roof Repairs, Building Compliance and other issues that may arise in the intervening period.

YES	NO	ABS
7	0	0

8. NEXT MEETING AND CLOSE
Next meeting date and time to be determined and advised after the upcoming EGM.

The Chair thanked all members and owners present for their attendance and declared the meeting closed at 8.07pm.