



Minutes of Meeting of the
Body Corporate Committee for
MAYFAIR ESTATE CTS 42236

Held at Lot 33 (Karen Kretschmann's
house) at 7 p.m. on Thursday 5 May 2016

PRESENT:

Karen Kretschmann	Chair and Secretary
Rod Carey	Treasurer
Cheryl Sandford	Ordinary Member

Winson Leung	Caretaker (Non-Voting Member)
John Adams	Ace Body Corporate (Non-Voting Member)

Lot Owner -
Sharana (Lot 14)

The Chair declared that a quorum was represented and opened the meeting at 7.00 p.m.

1. CONFIRMATION OF MINUTES

The Committee agreed that the Minutes of the Committee Meeting held on 16 February 2016 be confirmed as a true and accurate record.

2. MATTERS ARISING FROM THE PREVIOUS MEETING

2.1 - Trees behind Units 36 – 40

Karen advised that the matter was under review and that a developer for an adjoining property had advised that they were having a risk assessment undertaken in relation to the vegetation on the easement behind Mayfair Estate and had agreed to provide the Committee with a copy of the document.

It was suggested that an application be made to the Brisbane City Council to remove trees considered dangerous to these units and that the local government member be lobbied in progressing the application.

Action: Rod Carey to contact local government councillor to request support for the removal of the trees and John Adams to commence the application for removal of trees. (Pictures of trees to be provided to accompany application.)

2.2 – Signage

The committee discussed the general dissatisfaction with the signage provided by Signman Says and particularly as proofs of the signage were not provided to Cheryl prior to completion as stated in the quote provided.

Action: John Adams to contact Signman Says to explain situation and to request new sign be provided and that the new sign is approved prior to production and installation.

2.3 - Lighting – stage 2 & 3

The Committee discussed the lighting situation throughout the complex and Karen commented that the requirements need to be documented and quotes obtained. Sharana suggested that sensor lighting and cameras could also be considered.

Action: Rod and Karen to work on mapping out the lighting requirements of the complex including checking Stage 1 to see if extra lighting is required. John to provide that names of lighting engineers from which quotes could be obtained.

2.4 - Uneven pavers in stage 2

The Committee discussed actions in regard to addressing the uneven pavers. It was decided to contact suitable contractors for quotes and that Karen would provide photos and plans of where paving work is required.

The Caretaker would be the on-site contact for contractors who would be advised to ring on-site mobile to arrange any inspections.

Action: Karen to provide details of requirements and John to send out requests for quotes for this work with the Caretaker as the contact.

2.5 - Gas bottles

An email and posting on MyCommunity regarding safety of gas bottles was provided to all owners on 21 March 2016 however the Committee considered that any gas bottles on the estate that could be considered an impact risk should be brought to the attention of lot owners.

Action: Rod and Karen to identify gas installations at risk and inform lot owners to contact their gas bottle provider to address any risks.

2.6 - Trip hazards in driveway

The Committee discussed engaging a structural engineer to be engaged to assess hazards as well as to assess the issue raised by the owner of Lot 19 regarding deterioration at the base of an outside wall. The Committee also decided to request all owners to advise of any structural issues with their properties for inclusion in scope of work for structural engineer.

Winson requested that Daniel be advised when engineer will be on-site so that he can guide the engineer around the complex.

Action: John to provide quotes from two structural engineers for consideration by the Committee.

2.7 - Seating in park area

Rod informed the committee that he had looked into a seating area with the total cost being around \$16,000. This would include a structure to accommodate a sitting area (concrete 6 meters X 6 meters with structure 4 meters X 4 metres) which was around \$8,500, the cost of an electric barbeque could range from \$5,000 to \$7,500 with other costs being furniture and power.

Sharana suggested that a special levy could be raised to fund this recreational facility.

Action: Rod advised that he would look into other quotes and advise the Committee in due course.

2.8 - Rubbish on footpath

Winson advised that there were still instances of rubbish being left on the footpath and where this had occurred he has contacted the Brisbane City Council and the rubbish had been removed.

The committee agreed to monitor future events and that if instances become frequent then the committee will facilitate a notice in all letter boxes and an email to all owners.

2.9 - Additional Trees and Shrubs

This item is discussed under General Business item - state of gardens/schubs.

3. TREASURER'S REPORT

John Adams handed out the latest financial statements showing the following –
Sinking Fund Balance - \$50, 333 (projects for 2016 yet to commence)
Administrative Fund Balance – (-\$3,414) (due to yet to recouped electricity charges)

4. CARETAKER'S REPORT

Winson presented his report which included details of work performed including –

- General inspection of the complex and report any issues
- Maintain Garden - Lawns mowing and trim the edging
- Poison weeds throughout the complex
- Inspect & Maintain easement
- Electricity Meter Reading
- Handling complaints and liaise with body corporate manager and lot owners
- Liaise with appointed tradesmen / contractors regarding issues for maintenance

Other matters which were attended to included -

- Report damaged plants in common area to body corporate manager
- Report to body corporate manager regards kerbside dumping/ contacted BCC to remove the items
- Report Unit 6 letterbox vandalised to body corporate manager
- Report improper parking at visitor's carpark (opposite to Unit 8 & 9) to body corporate manager
- Report damaged bollard light fitting beside driveway entry to body corporate manager
- Assist Lot 5 with broken water tank pump
- Assist Lot 19 with security alarm issue and report damaged front wall near garage
- Report to body corporate manager regard Unit 27 complaint re long grass behind unit
- Email body corporate manager for advicere real estate sign issues

Winson discussed the quotes for fire hydrant and the emergency evacuation procedures mentioned by Olympic in their quote.

Action: Committee requested John Adams to provide details the legal requirements for evacuation procedures and for Winson to obtain quotes from Pronto for these services.

5. GENERAL BUSINESS

5.1 - Parking

The Committee discussed providing a Parking Policy to Lot Owners and other residents regarding parking including advising that the management of car parking will be supervised by the Caretaker.

John Adams advised that he could provide a draft policy for the Committee to consider and amend as required. Winson commented that the policy should also include a guide regarding action that can be taken regarding parking abuses.

Action. John to provide Rod with example of a parking policy and the Committee with a draft letter to Lot 6 regarding issues raised.

5.2 - List of Maintenance People

Rod commented that the caretaker should be able to provide residents with a list of tradesmen (e.g. plumbers and electricians) that they could contact as required in the case of an emergency or for normal maintenance.

Action: Winson to provide the Committee with a list of tradesmen which will be made available by the Caretaker as requested by residents.

5.3 - Rubbish Bin Enforcement

Rod commented that the movement of rubbish bins should be policed as bins are being left on the footpath regularly. Rod suggested a policy for the retrieval of bins from the footpath e.g. all bins to be brought in by the Saturday following collection.

Action: Rod and Karen to provide the Committee with a draft policy on practices regarding rubbish bins at the complex.

5.4 - Porch Cleaning

Refer item 6.1 under Other Business.

5.5 - State of gardens/shrubs

Rod commented that the committee was not satisfied with the current gardening work at the complex and was obtaining independent advice on the condition of the shrubs and the overall state of the gardens. This assessment will be provided to the Committee for review.

Cheryl commented that around 80 plants are available from the Brisbane City Council which could be used to enhance the appearance of the complex.

6. OTHER BUSINESS

6.1 – Caretaker Responsibilities

Rod commented that the Committee had a responsibility to ensure that the Body Corporate received value for money for the caretaking services which were funded by all owners. Rod advised that there were basic maintenance issues on the houses in the complex which should be attended to as part of caretaking responsibilities as set out in the Caretaking Agreement.

Cheryl commented that she had requested Danny to do particular jobs including sweeping of front porches. Sharana commented that garage doors should be cleaned regularly which has not been done. Sharana also suggested that work on Lots should be undertaken on a consultative basis and that if requests to do any work is considered unreasonable by the caretaker then this should be reported to the Committee.

Winson requested a list of jobs and extent of work required to be provided to him by the Committee.

6.2 – Owners Issues

Owners have expressed concerns about the behaviour of the tenants in Lot 6 in particular about; parking, smoking near gas tanks, letter box and disruptive behaviour.

Action: Committee requests that John provide a draft of a letter to the owner of Lot 6 regarding parking matters, smoking near the gas tank outside Lot 11, letter box keys and loud talking in common area at night time for long periods which can be heard by other residents.

7. NEXT MEETING

The Chair proposed Committee meetings every two months with the next Committee meeting to be scheduled on 14 July 2016.

There being no further business, the Chair closed the meeting at 10.00p.m.

The Secretary
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