

**Minutes of Executive Committee Meeting
Held on Tuesday 18 May 2021 at 6.40pm**

Present	B Vespa, G Patterson, M Kennedy
In Attendance	P Sheldon (Wentworth); J Robertson (Chisholm); D Tuskan (Premier Strata Management)
Apologies	S Hillier
Chairman	D Tuskan
Quorum	It was noted that a quorum was present.
Minutes	It was RESOLVED that the Minutes of the Executive Committee meeting held on 16 March 2021 be confirmed and adopted.
Financials	Current Funds: As at 5 May 2021 funds balance was \$300,262.61, comprising \$82,495.68 Administrative Fund and \$217,766.93 Sinking Fund.
Executive Committee Vacancy	No appointment was made to the vacant position on the Executive Committee.

Correspondence

Open Issues	Cleaning contract - It was resolved to accept the quote from Phillips Maintenance Management for cleaning and maintenance of the community areas. The new cleaner will commence in mid-June. The folding door in the Captain's Club room is to be replaced at a cost of \$900 plus gst. Bridge over creek – bridge to be installed for safety purpose. Cost \$1,480 plus gst. Handrail/balustrade specifications to be confirmed. Upper water feature – Affordable Building Services quote accepted for refurbishment, cost \$4,600 plus gst.
Gym Equipment	It was resolved to add an Elliptical Walker to the existing gym equipment.
Security	It was resolved to obtain quotes for installation of the CCTV system at the Captain's Club complex and the eastern pool.
Parking	The Committee will continue to place notices on vehicles parked in contravention of the Community Association by-law 83. Residents can contact Burwood police station on 97458499 to report vehicles illegally parked along the common roadway areas.
Chisholm building- fence retaining walls	Soil from the rear courtyard in the ground floor lot is eroding, causing pavers to buckle. To stop soil erosion, the gap under the existing fence has to be closed. This is a responsibility of the strata plan, due to the dividing picket

	fence being located on the strata plan property.
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Maintenance of Community Property

Sauna Room Repairs	It was resolved to accept the quote from Affordable Building Services to install a concrete path around the sauna room as per the engineer's specifications – cost \$4,980 plus gst.
Bridge repair	Additional quotes to be obtained.
Flinders – road gutter repair	Quote from Affordable Building Services was presented. The committee required additional information/clarification and an additional quote to be obtained.
Architectural and Landscaping Standards and Building Codes	Submission were received from three strata plans. These will be integrated into the initial draft report for the Architect to issue a second draft for consideration by the Executive Committee and the individual strata plans.

Gardening

Report from the Gardening Sub-committee	Plantings along the Barrington building foreshore will commence. Soil testing to be undertaken along the Barrington building planter boxes wall to determine type of plants to be used. Strata plans/residents are invited to submit proposals for maintenance of trees located on the Community property areas by 14 June 2021. This will be incorporated into the annual tree maintenance programme, scheduled for September/October.
Noise – leaf blowers	The gardening committee has spoken to the gardeners relating to use of leaf blowers. The gardeners have implemented better practices when blowing road surfaces and footpaths. Consideration will be given to purchasing an automatic sweeper.

General

Next Meeting	The next meeting will be held on Tuesday 13 July 2021, commencing at 6.30pm in the Captain's Club Room.
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Closure

The meeting closed at 8.35pm.