



STRATA ASSIST QLD

Body Corporate Search Agent

Form 13 Information Certificate and Form 8 Change in Ownership should be directed to the Body Corporate Managers – See details below

VENDORS DISCLOSURE STATEMENT

Body Corporate and Community Management Act 1997 and amendments 2012
SECTION 206

**THIS DISCLOSURE STATEMENT
RELATES TO THE SALE OF:**

LOT 6 ON BUP 102316
BRIDGEWATER GARDENS CTS 17225
10 GOODWIN STREET
KANGAROO POINT QLD 4169

REQUIREMENT	DISCLOSED INFORMATION
Body Corporate Information Certificates issued by:	BODY CORPORATE MANAGER
Contact Details	STRATA DYNAMICS LEVEL 15 300 ADELAIDE STREET BRISBANE QLD 4000 Ph: 3229 9185
Has a Committee been appointed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If no Committee, has the Body Corporate Manager been engaged to carry out the functions of the Committee:	Not applicable

Regulation Module

Insert cross in appropriate box

☐
☐
☐

Standard Regulation Module
Commercial Regulation Module
Other Regulation Module

☒
☐

Accommodation Regulation Module
Small Schemes Regulation Module
Not applicable

If no box is ticked, the Standard Regulation Module is taken to be designated as the applicable Regulation Module.
Not applicable – The Body Corporate is regulated by the Building Units and Group Titles Act – No CMS applies.

DETAILS OF INSURANCE:

Company:	CHU Underwriting Agencies Pty Ltd	Expiry:	31 st March 2022
Policy No.	HU0020569		
Public Liability:	\$20,000,000	Building:	\$24,521,500
Loss of Rent:	\$3,678,232	Catastrophe:	\$7,356,465
Office Bearers:	\$5,000,000	Voluntary Workers:	\$200,000/2,000

ACCOUNTING RECORDS

Last known balances of the Sinking fund:	\$308,721.94
How was the approximate balance ascertained?	Balance Sheet dated 15 th June 2021

IMPROVEMENTS ON COMMON PROPERTY FOR WHICH THE LOT OWNER IS RESPONSIBLE:

Exclusive Use Courtyard & Garden Area H & Q as shown on plans attached to CMS
Exclusive Use Carpark Area F as shown on plans attached to CMS

SWIMMING POOL SAFETY CERTIFICATE

Swimming Pool Safety Certificate Sighted?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Certificate No:	PSC0063261	Expiry:	15.07.21
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PETS AND BY-LAWS

Refer to By-Law 19

Are pets allowed to be kept?

Subject to Body Corporate approval



ASSET REGISTER

The body corporate assets required to be recorded on a register maintained by the body corporate are

Is a register of body corporate assets kept?	Yes
If so, what assets are recorded in the register?	Asset Register attached

LOT ENTITLEMENTS

Contribution Lot Entitlements	196	Aggregate	8317
Interest Lot Entitlement	196	Aggregate	8317

LEVIES AND CONTRIBUTIONS DETERMINED AT AGM HELD:

29th April 2021

Annual Gross Contributions fixed by the Body Corporate as payable by the Lot Owner is:

Administration Fund:	\$ 3,770.63	Sinking Fund:	\$ 2,110.49	Insurance:	\$ -
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Administration and Sinking fund levies are payable in advance every Four months

	ADMINISTRATION FUND		SINKING FUND		INSURANCE	
Due Date:	Approved PLE*	Amount	Approved PLE*	Amount	Approved PLE*	Amount
01.02.21	6.1313	\$ 1,201.73	3.4848	\$ 683.02	0	\$ -
01.06.21	6.5538	\$ 1,284.54	3.6415	\$ 713.73	0	\$ -
01.10.21	6.5528	\$ 1,284.35	3.6415	\$ 713.73	0	\$ -
	0	\$ -	0	\$ -	0	\$ -
Interim						
01.02.22	6.5528	\$ 1,284.35	3.6415	\$ 713.73	0	\$ -
	0	\$ -	0	\$ -	0	\$ -
Discount		0%		0%		0%

* An abbreviation for "Per Lot Entitlement"

** Discount given on levies if paid on or before due date

Other contributions for subject Lot

Exclusive Use Liability?	Nothing sighted in records provided
Other?	Nothing sighted in records provided

SPECIAL LEVIES

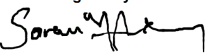
Are there any current special levies?		Nothing sighted in records provided	
Total Amount	N/A	Due Date	N/A
Any known proposed special levies in the near future?		Nothing sighted in records provided	
Potential Total Amount		N/A	

OTHER INFORMATION

Information prescribed under Regulation Module:	Not applicable - none prescribed
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This Report was prepared on 16th June 2021



DocuSigned by:


824D04D4B23543E
 Signature of seller(s) or person
 authorised by Sellers

Licensed Real Estate Agent
 appointed by the seller's estate
 Capacity of person signing

15-Jun-21 | 10:42 PM PDT

Dated

Signature of Witness

Name

Dated

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Vendors Note:

This Section 206 Disclosure Statement is required by law to accompany a Contract of Sale of a property that is regulated by the Body Corporate & Community Management Act 1997. This Statement contains very basic Body Corporate information.

This Statement does not cover the Seller's Implied Warranties referred to in Clause 7 of the Contract of Sale. Unless you have requested that an Implied Warranties Statement be provided with this Disclosure, it is imperative that Vendors complete Clause 7 of the Contract diligently and to the best of their knowledge to avoid possible termination of a Contract should any matter be discovered that was not disclosed in that part of the Contract.

Notes related to Contributions

All contributions are set at the preceding Body Corporate Annual General Meeting (AGM). Gross amounts above refer to the total cost of the contribution. Often a discount of up to 20% is offered if contributions are paid on time. The AGM, or in some instances, an EGM, will set contributions for the financial year period and will often determine interim levies for the first or second levy periods in the following financial year to allow for the fact that the AGM for the following year could be delayed and levies need to be raised.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate Manager by way of an Information Certificate.

Disclaimer

Please be advised that this Report was prepared from information provided by the Body Corporate. At the time of inspection, it is a possibility that not all of the records of the Body Corporate were made available or the records that were available were not up to date or complete. In either of these events, no responsibility is taken for any errors or omissions.

Whilst every care is taken in the preparation of this Report, it is the Seller's Responsibility to check the document thoroughly prior to signing. Any discrepancies are to be brought to our attention immediately. No responsibility will be taken for any discrepancy in levy calculations once settlement of the sale of this property has been effected.

STRATA ASSIST QLD - Body Corporate Search Agent

EMAIL: jan@strataassistqld.com.au

Web Address: www.strataassistqld.com.au

Phone: 0408924549

PO Box 10623 Adelaide Street Brisbane Qld 4000

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989



STRATA ASSIST QLD BODY CORPORATE SEARCH AGENTS

VENDORS IMPLIED WARRANTIES STATEMENT

In relation to the Contract for sale of lot(s) **6** in **BRIDGEWATER GARDENS** Community Titles Scheme **17225**

VENDORS

BARBARA RUTH JOHNSON

With reference to the warranties in section 223 of the Body Corporate and Community Management Act 1997 the seller discloses – *(Please read in conjunction with the Vendors Disclosure Statement)*

- a) The following latent or patent defects in the common property or body corporate assets
- b) The following actual, contingent or expected liabilities of the body corporate
- c) The following circumstances in relation to the affairs of the body corporate

The Seller gives notice to the Buyer of the following Matters:

COMMUNITY MANAGEMENT STATEMENT

At the date of this Disclosure Statement the CMS Dealing No **717368209** was the last registered CMS held by the Environment and Resources Management. The Seller discloses the following if known at the time of inspection:

A new CMS has been approved by resolution but is not registered at the Titles Office or is there is an intention to approve a new CMS in the future:

No evidence sighted in records provided

LATENT OR PATENT DEFECTS IN COMMON PROPERTY OR BODY CORPORATE ASSETS (s223 (a)(b))

Particulars of matters discovered from the books and records of the Body Corporate. This includes outstanding building defects and other current matters which have been reported during the last 12 months only. Please be aware that it is a possibility that other matters may exist but these fall outside the scope of this report. Purchasers should obtain a full Strata Inspection Report that will include an extensive building history and complete record of other matters of interest.

MINUTES Of Meetings held in the last 12 months:

Copies of the following Meeting Minutes attached:

1. CM 16th June 2020
2. VOCM 18th June 2020
3. VOCM 15th July 2020
4. VOCM 17th July 2020
5. CM 4th August 2020
6. VOCM 11th August 2020
7. VOCM 18th August 2020
8. VOCM 31st August 2020
9. CM 15th September 2020
10. VOCM 2nd October 2020
11. CM 7th October 2020
12. CM 8th December 2020
13. CM 23rd February 2021
14. AGM 29th April 2021
15. CM 1st June 2021

REPORTS

Sighted Compliance Reports:

1. Sinking Fund Forecast dated 3rd June 2019
2. Asbestos Report dated 19th September 2012
3. Cladding Report dated 18th March 2019
4. Safety Report dated 27th May 2019
5. Insurance Valuation Report dated 22nd May 2017 - recommended value for insurance purposes \$20,965,000

Copies of the above Reports can be made available upon request.

ACTUAL OR CONTINGENT OR EXPECTED LIABILITIES OF THE BODY CORPORATE (s223 (2)(c)(d))



Refer to attached Minutes of Meetings.

CIRCUMSTANCES IN RELATION TO THE AFFAIRS OF THE BODY CORPORATE (s 223 (3))

Apart from what has been revealed in the attached Minutes, the Vendors are not aware of any other circumstances in relation to the affairs of the Body Corporate likely to materially prejudice the buyer.

EXCEPTIONS TO WARRANTIES IN CLAUSE 7.4(3)

The Vendors are not aware of any unregistered lease, easements or other right capable of registration and which is required to be registered to give indefeasibility affecting the common property or Body Corporate Assets.

PROPOSED BODY CORPORATE RESOLUTIONS (Clause 8.4)

Search of the Body Corporate records has revealed that no Notice of any proposed Meeting has issued since the date of the last Meeting noted above.

KNOWN DISPUTES

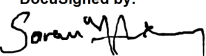
Particulars of any current applications (within the last 12 months) to the Commissioner which directly affect the Body Corporate:

A search of the Queensland Body Corporate & Community Management Commissioner's Adjudicators Orders Register revealed no recent Adjudicators Orders recorded for this complex.

Particulars of any current Court proceedings (within the last 12 months) that directly affect the Body Corporate:

Nothing sighted in records provided.

This Report was prepared on 16th June 2021

DocuSigned by:


824D04D4B23543E
 Signature of seller(s) or person authorised by
 seller(s)

Licensed Real Estate Agent appointed by the
 seller's estate

Capacity of person signing

ACKNOWLEDGEMENT

The buyer acknowledges -

- (a) having received this Disclosure & Implied Warranty Statement before entering into the contract to buy the above lot.

Signature of Buyer

Signature of Buyer(s)

Dated

Signature of Witness

Name

Dated

Disclaimer

The information contained in this Report is derived entirely from an inspection of the records made available to us by the Body Corporate representative. We are unable to guarantee that all Body Corporate records were made available to us at the time of our inspection or attest to the accuracy of the information contained in those records.

In some cases, Managing Agents hold "work in progress" files which may not be produced. We have not inspected the building and we cannot necessarily determine from the records whether the building is well maintained.

Unless otherwise indicated, the information in our report has been obtained solely from the records made available to our inspector.

Whilst every effort is made to ensure the accuracy of the information contained in this report, we cannot accept liability for any incorrect information that may be obtained from those records and no responsibility is taken for any errors or omissions.

Notes regarding Utilities

This report is not privy to unpaid utility amounts (ie. electricity, gas, water) that may or may not be outstanding. The Purchaser should ensure that any unpaid amounts are taken into account when calculating settlement figures. This information can be obtained from the Body Corporate



Manager by way of an Information Certificate.

STRATA ASSIST QLD

EMAIL: jan@strataassistqld.com.au

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Phone: 0408924549 Fax: (07) 5636 1089

PO Box 10623 Adelaide Street Brisbane Qld 4000

Jamaty Holdings Pty Ltd T/A ABN 86 504 337 989

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

G.P.O. BOX 5256
BRISBANE, QLD 4001
EMAIL: INFO@STRATADYNAMICS.COM.AU

PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 16th June 2020
Time: 4:00 pm
Location: Via Video Conference

1. ATTENDANCE

Present and voting:

Pamela Benton	Chairperson
Richard Warren	Secretary
David Firrell	Treasurer
Elizabeth Fysh	Committee Member
Elliott Montgomery	Committee Member
Chris Woolley	Committee Member

Present and not voting:

Matt Simpson	Strata Dynamics Pty Ltd
Wally Skulsky	Building Manager

Proxies:

Peter Smith in favour of Richard Warren.

Apologies:

Peter Smith

Confirmation of a quorum

Those present noted that a quorum of the committee was present.

Meeting Chairperson

The meeting was chaired by Pamela Benton

2. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

It was **RESOLVED** that the minutes of the committee meeting dated 3rd March 2020 be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 5 YES 0 NO 2 ABSTAIN

3. RATIFICATION OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

It was **RESOLVED** that the minutes of vote taken outside a committee meeting, dated:

- i. 20200603 – Re-Tile from Basement to Goodwin Street
- ii. 20191120 – Removal of Plants around Pool
- iii. 20191204 – Removal and Installation of 5 new ceiling LED Lights

be confirmed and accepted as a true reflection of the proceedings.

VOTES 7 YES 0 NO 0 ABSTAIN

4. CHAIRPERSON'S REPORT

4.1 Report on Foyer Upgrade

Since COVID -19 has dramatically changed our lives your Committee has tried to implement some upgrades and repairs to our building as recommended by Solutions in Engineering Report which was commissioned by the Body Corporate.

- Foyer upgrade with new wallpaper, painting and lighting
- Repairs and replacement of tiled stairs from pool to gym
- Repairs and replacement of tiled stairs from car park to Goodwin Street
- Removal of plants from pool garden in readiness for upgrade
- Upgrade to video intercom currently in progress
- Repairs to garden irrigation and sprinklers

The committee are also looking at upgrades to enhance the other four foyers with improved sensor lighting to replace the buttons. We would welcome suggestions from the owners in the 4 "walk ups" as to what they would consider an improvement to these areas.

The committee members also discussed the recent upgrading works to the foyer and complimented Pamela on her hard work with the improved appearance.

5. BUILDING MANAGER'S REPORT

It was **RESOLVED** that the Building Managers Report as tabled be accepted.

VOTES 7 YES 0 NO 0 ABSTAIN

5.1 Leak Review

NOTED that previously known leaks that had been identified have since ceased due to sprinklers either not being in use or being rectified.

FURTHERMORE, it was discussed that a review takes place of all sprinkler heads to identify any further faults or rectification required. The contractor so engaged be required to produce a plan showing the irrigation reticulation.

5.2 Internal Repairs Unit 33

NOTED a quotation was tabled to the meeting to rectify internal water damage for unit 33 following the rectification to the planter box of 36. It was agreed that a further quotation be obtained.

FURTHERMORE, that the Body Corporate Committee review options towards placement of an insurance claim for the resultant damage.

5.3 Future Building Management Reports

NOTED that the committee discussed additions within the future building management reports which should include security incidents/concerns and infringement of by-laws that have been observed by the building manager in between committee meetings.

The members discussed ways of creating a greater awareness of the breaches of by-laws around the scheme and more specifically towards the parking infringements that are occurring.

5.4 Fire Maintenance Certificates

NOTED that with the future fire maintenance certificates are issued through to Strata Dynamics in order for all maintenance certificates to be places on file.

6. FINANCIALS

6.1 Financial Statements

It was **RESOLVED** that the financial statements as tabled be adopted and the expenses paid therein be ratified.

VOTES 7 YES 0 NO 0 ABSTAIN

6.2 Expenses for Ratification

It was **RESOLVED** that the following invoices for works completed already as approved by the committee be acknowledged and ratified.

• 03/03/20	P Benton	Reimburse cab fare	\$37.91
• 03/03/20	Pamela Benton Interiors	Path lights	\$784.00
• 05/03/20	Fire Systems Australia	Replace sensor U12	\$269.50
• 05/03/20	Amalgamated Locksmiths	Repair door handle	\$142.50
• 29/03/20	Frank Cole Waterproofing	Planter box repair U21	\$4504.50
• 29/03/20	Frank Cole Waterproofing	Planter box repair U36	\$4781.70
• 01/04/20	Owner Lot 38	Reim window stay repairs	\$357.00
• 01/04/20	QFES	Alarm callouts	\$1327.15
• 01/04/20	Fire Systems Australia	Replace sensor U2	\$247.50
• 13/04/20	JC Pool Services	Pool chemicals	\$412.05
• 13/04/20	ABCD Floor Preparation	Remove tiles	\$950.00
• 16/04/20	Pamela Benton Interiors	Supply tiles	\$492.00
• 19/04/20	C Strollo	Lay tiles- gym	\$2182.40
• 29/04/20	Amalgamated Locksmiths	Cut keys	\$28.00
• 29/04/20	Amalgamated Locksmiths	Supply/install door lock	\$290.00

• 05/05/20	JC Pool Services	Liquid chlorine	\$84.15
• 05/05/20	Fire Systems Australia	A/H call out 8/4/20	\$242.00
• 05/05/20	Pamela Benton Interiors	5 x foyer lights	\$225.00
• 07/05/20	M Langdon	Install foyer lights	\$320.72
• 13/05/20	No Limits Landscaping	Plant removal – pool	\$951.00
• 18/05/20	CR & WA Garrett	Repairs to irrigation	\$184.32
• 21/05/20	Renew Life Lawn Mowing	Trim hedge – lot 4	\$88.00
• 11/06/20	No Limits Landscaping	Pool garden reno.	\$2738.00
• 11/06/20	JC Pool Services	Pool chemicals	\$76.50

VOTES 7 YES 0 NO 0 ABSTAIN

6.3 Arrears and debt recovery

It was **NOTED** that a number of lots are currently in arrears.

NOTED that the committee discussed consideration of the discounts to be included as part of the future contributions for the scheme. Further review to take place as part of the budgeting review for the scheme.

It was **RESOLVED** that Strata Dynamics proceed with the standard recovery process for the outstanding balances, and further, **THAT** the committee review outstanding balances at the next Committee Meeting.

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: STRATA MANAGER

THAT, as lot 10 has failed to settle their debts to the body corporate following reminder notices and letters of demand, in accordance with the applicable regulation module, the Body Corporate recover each of the following amounts as a debt:

- a) the amount of the contribution or instalment;
- a) any penalty for not paying the contribution or instalment;
- b) any costs (“recovery costs”) reasonably incurred by the Body Corporate in recovering the amounts;

FURTHER THAT the Body Corporate authorises and instructs the Body Corporate Manager to engage, on behalf of the Body Corporate, Matthews Hunt Legal (and execute a client agreement on behalf of the body corporate) to commence and prosecute legal proceedings against the owner of the lot to recover the outstanding debt (including penalty interest and recovery costs), such proceedings to include, but are not limited to, the issuing a letters of demand, representing the Body Corporate in commencing and conducting proceedings, obtaining judgment, filing a writ over the subject property and issuing instructions to the Court Bailiff to seize and sell the Lot if the debt remains unresolved, proceed to bankruptcy on receipt of a judgement and/or registering of a creditors statutory demand.

FURTHER THAT the Body Corporate Manager be authorised to sign documents for those court proceedings on behalf of the Body Corporate, including any client agreement with Matthews Hunt Legal, should the Chairperson, Secretary and/or a second Committee member be unable to do so.

VOTES 7 YES 0 NO 0 ABSTAIN

7. BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Line Marking – Building Manager to Arrange Quotations – ON GOING

NOTED that one quotation has been received for the completion of the line marking at the scheme, the total of the quotation is \$3,377.00 including GST.

FURTHERMORE, that additional quotations be obtained for the committee to review.

ACTION: BUILDING MANAGER

7.2 Water Proofing of Planter Boxes – ON GOING

NOTED that the matters relating to the waterproofing rectification of the planter boxes for lots 34, 11, 29 and 30 are ongoing.

Wally will arrange contact with the lot owners/residents of the individual lots to arrange access.

ACTION: BUILDING MANAGER

7.3 Review of Storage Shed within Garage – ON GOING

NOTED that the matter is ongoing.

FURTHERMORE, that review take place of resolutions by the Body Corporate pre dating 2010 to determine if there have been prior resolutions on the matter by the Body Corporate.

ACTION: STRATA MANAGER

8. GENERAL BUSINESS

8.1 Committee Nominee under Caretaker Agreement – NEW ITEM

THAT the Body Corporate resolve to appoint Peter Smith as the committee nominee to communicate with Wally regarding Body Corporate matters and further, that the following conditions are implemented towards the appointment of the Peter as the nominee.

- A) The nomination would initially be for a trial period of three months only;
- B) The Nominee would be the only person on the committee authorized to communicate with the Caretaker on Body Corporate matters;
- C) All requests for repairs or maintenance from the committee would be by email and include a detailed description of the work;
- D) The Nominee would be authorized to ask the Caretaker to seek quotes for minor maintenance and repairs;
- E) The authorization under the Caretaker's Agreement (Clause 5.3) to spend up to the Maximum Expenditure of \$500 be reinstated subject to the Nominee's agreement to each item;
- F) The Nominee will endeavour to ensure the Caretaker complies with the Caretaker's Agreement, but will not be in a position to certify his compliance;
- G) The Nominee will provide a brief monthly report providing an update of the status of significant non-routine activities.

Also, the Nominee and Secretary would review the SiE schedule of works in light of the approved budget and recommend to the Committee a program of works for the current year. This program would only be changed by resolution of the committee.

VOTES 5 YES 0 NO 2 ABSTAIN

8.2 Building Maintenance Priority List – NEW ITEM

NOTED that the Maintenance Priority listing was tabled at the meeting and that further amendments are required to take place prior to discussion and implementation. The schedule is to be reviewed as noted in Item 8.1

8.3 Isolation Valves within Lots – NEW ITEM

NOTED that the committee discussed the replacement of the isolation valves internally to each unit at the scheme, this including whether the Body Corporate arrange for the replacement of valves as part of a larger project.

It is **NOTED** that the isolation valve being located within each lot falls under the maintenance responsibility of each individual lot owner.

An incident has been discussed that occurred in another building whereby an isolation valve had failed resulting in multiple units experiencing water ingress due to its failure.

The committee will discuss the matter further including whether the replacement program be completed by audit of all valves and whether this extends to replacement or not.

Quotations to be obtained for the review of the Body Corporate Committee.

8.4 Parking Violations Visitor Parking Spaces – ON GOING

The committee **NOTED** that violations of the bylaws regarding the use of the visitor's car spaces continue to occur. Ways of discouraging infringement of the parking bylaws, including vehicle towing and deactivation of garage access fobs were discussed.

Lot owners are reminded that the building By-laws prohibit owners and tenants from parking in the visitor's car spaces.

8.5 Security: Audit of Common Property Keys, Fobs and Remote Controls – NEW ITEM

NOTED that the committee discussed the completion of an audit of the keys fobs and remotes associated with Common Property to be undertaken by the Secretary and Wally, further information to be provided through to the committee for consideration once completed.

8.6 Building Evacuation Procedures Rehearsal – NEW ITEM

NOTED that the committee discussed the completion of the Evacuation Practice noting that previous rehearsals had not been taking place. Additionally, it had been raised by members of the committee towards the requirement of the caretaker completing this function as part of the Caretaking Agreement.

Members agreed that the completion of the rehearsal was necessary due to legislative requirements, and further, that the rehearsal takes place in the near future. Further discussion to take place with the fire maintenance contractor to ensure that it is completed whilst they are in attendance.

9. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, be held at 15 September 2020 at 4.00pm.

VOTES 7 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:39 pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

BRIDGEWATER GARDENS

COMMITTEE MEETING

16th JUNE 2020

REPORT: BUILDING MANAGER

**Please refer to the paperwork provided for the complete and individual itemised list of all work to be carried out in the building.*

3.0 RATIFICATIONS OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

3.1 Re-tile from basement to Goodwin Street: On-going/QUOTE

C.STROLLO: \$1,859.00 inc GST

3.2 Removal of plants around the pool: Completed

3.3 Removal & Installation of 5 new ceiling LED lights in the Foyer:

Completed

5.0 BUILDING MANAGER'S REPORT

5.1 FIRE SYSTEMS AUSTRALIA SEQ PTY LTD

- 06-03-2020: F.S.A. were on-site.
- 20-03-2020: F.S.A. were on-site and completed the monthly inspection tests.
- 08-04-2020: F.S.A. were on-site and completed the monthly inspection tests.
- 09-04-2020: F.S.A. were on-site.
- 19-05-2020: F.S.A were on-site.
- 26-05-2020: F.S.A. were on-site and completed the monthly inspection tests.

5.2 QUEENSLAND FIRE AND EMERGENCY SERVICES

- 05-03-2020: UNIT 2
Q.F.A.S. were on-site.

5.3 BRISBANE CITY COUNCIL

- 19-03-2020: B.C.C. were on-site and completed the trimming and strapping of the palm trees.

5.4 Cre8Qld: QUOTE – UNIT 36

- Unit 36: Planter box has leaked into Unit 33 and damaged the wall in the main bedroom.

7.0 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Line Marking: QUOTE

LINEMARKERS SEQ: \$3,377.00 inc GST

7.2 Waterproofing of Planter Boxes: QUOTES

Unit 31: On-going

Unit 34: On-going

Unit 36: Completed

7.3 Storage sheds within Garage: On-going

8.0 GENERAL

8.2 Building Maintenance priority List: On-going

8.3 Isolation Valves within Lots:

8.4 Parking Violations Visitor Parking Spaces: On-going

8.5 Security: Audit of Common Property keys, Fobs and Remote Controls:

8.6 Building Evacuation Procedures Rehearsal:

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

18 June 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Lot 26 Improvement Application

MOTION CARRIED

THAT the body corporate for Bridgewater Gardens Community Titles Scheme 17225 approves the application for the replacement of the existing air conditioning condenser located within the basement of the property, including associated internal work to the lot as received from the owner of Lot 26 subject to the following conditions:

1. *The system is to be professionally installed by a qualified and licensed contractor who holds adequate public liability insurance;*
2. *The lot owner is to ensure any contractor engaged to complete the works follows the relevant safety requirements of the Work Health and Safety Act 2011 and its regulations;*
3. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
4. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
5. *The works will not be funded in any way by the body corporate;*
6. *The lot owner accepts responsibility for removal of all trade waste from site;*
7. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents.*
8. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building;*
9. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme;*
10. *Any condensation emitted from the system is to be appropriately plumbed to ensure the waste water is disposed of responsibly. Specifically:*
 - a. *condensation should not be permitted to drip onto any part of the lot or common property; and*
 - b. *condensation should not be collected in any vessel that requires manual emptying on a periodic basis.*
11. *Upon completion of the installation the lot owner is to provide photographic evidence to the committee demonstrating that the condensation will be disposed of responsibly;*
12. *The lot owner acknowledges that the determination of whether condensation water is being disposed of responsibly is completely at the discretion of the committee;*
13. *If it is determined by the committee that the installation is not disposing of the waste responsibly the lot owner agrees to make any adjustment to the installation as directed by the committee;*
14. *The system is not to emit noise or vented air likely to unreasonably affect any surrounding lots or persons lawfully using common property;*
15. *That the heat sensor be removed, and not isolated, and further, that the replacement take place within 14 days of removal (by 7 July 2020) with the associated costs borne by the lot owner; and*
16. *If directed by the committee to do so the lot owner must make any such adjustments to the installation to ensure it complies with the above listed conditions.*

YES 7 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on 17 June 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

The above is determined as a result of votes received by the due date.

Please note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
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MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

15 July 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – LOT 3 AND LOT 15 – USE OF PROPERTIES

MOTION CARRIED

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 resolve to proceed with the preparation and issuing of correspondence to the owner for lot 3 and lot 15 regarding concerns relating to the use of properties specifically for matters outside of the Development Approval for the Body Corporate.

YES	6	NO	0	ABSTAIN	0	MOTION CARRIED
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Notice was given on Friday 10 July 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

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MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

17 July 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Lot 26 Improvement Application

MOTION CARRIED

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 approves the application received from the owner of lot 26 to complete internal renovations to the bathroom of the lot subject to the following conditions;

- i. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
- ii. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
- iii. *The works will not be funded in any way by the body corporate;*
- iv. *The lot owner must ensure the contractors used are suitably qualified, licenced and insured;*
- v. *The lot owner must obtain all necessary local government approvals;*
- vi. *The lot owner accepts full responsibility to any damage to the building and its common areas as a result of the works;*
- vii. *The works must be carried out in accordance with all relevant Australian Building Standards;*
- viii. *The lot owner accepts responsibility for removal of all trade waste from site;*
- ix. *The lot owner acknowledges all maintenance (including future maintenance) for the improvement remains the lot owner's responsibility;*
- x. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents;*
- xi. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building; and*
- xii. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme.*

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on Thursday 16 July 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

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MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

4 August 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – PET APPLICATION – LOT 9

MOTION CARRIED

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 approves the application for keeping of a pet as received from the owner of Lot 9 for a 2 month-old male Collie dog, at approximately 2kg in weight. Approval is conditional upon the following terms –

- (i) *Written consent has been obtained from the lot owner, if applicable;*
- (ii) *The animal must not cause a nuisance to or disturb any other Owner or Occupier;*
- (iii) *The animal must be kept within the confines of the lot and is not permitted onto Common Property (with the exception of when the animal is required to enter and/or exit the scheme);*
- (iv) *When entering and/or exiting the scheme, the animal must be restrained, such as via a leash or in a carry bag;*
- (v) *The animal must not be permitted to urinate or defecate on Common Property;*
- (vi) *In the event that the animal accidentally urinates or defecates on common property the owner assumes responsibility of ensuring it is suitably cleaned up within a reasonable timeframe;*
- (vii) *The animal must be kept clean & free of vermin;*
- (viii) *A photo of the animal must be provided to the Body Corporate and to the building manager (if applicable);*
- (ix) *If required by law, the animal must be registered with Council and must wear an appropriate identification tag;*
- (x) *The animal must be of a size and nature that the animal can be controlled by the Owner or Occupier when the animal is within the confines of the lot and/or on Common Property, and must not present a danger to others if the animal escapes from the Owner's or Occupier's control;*
- (xi) *The Owner or Occupier shall be responsible for the cost of repairing damage to the common property or the property of Owners or Occupiers of other Lots caused by the pet;*
- (xii) *Any consent granted will only apply to the particular animal and will not cover any replacement or additional animal;*
- (xiii) *The total number of pets within the lot must not exceed council regulations;*
- (xiv) *Should the Body Corporate receive three (3) substantiated complaints in regard to the keeping of the pet within a three month period the Body Corporate Committee may withdraw the approval for the pet(s) and the owner shall remove the pet from the scheme land within 30 days of receiving a notice to do so from the Body Corporate.*

YES 7 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on Monday 3 August 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

The above is determined as a result of votes received by the due date.

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MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

11 August 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – PET APPLICATION – LOT 19

MOTION LOST

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 approves the application for keeping of a pet as received from the owner of Lot 19 for a 8-week-old male dog (Cavoodle), at approximately 1-2kg in weight. Approval is conditional upon the following terms –

- i. *Written consent has been obtained from the lot owner, if applicable;*
- ii. *The animal must not cause a nuisance to or disturb any other Owner or Occupier;*
- iii. *The animal must be kept within the confines of the lot and is not permitted onto Common Property (with the exception of when the animal is required to enter and/or exit the scheme);*
- iv. *When entering and/or exiting the scheme, the animal must be restrained, such as via a leash or in a carry bag;*
- v. *The animal must not be permitted to urinate or defecate on Common Property;*
- vi. *In the event that the animal accidentally urinates or defecates on common property the owner assumes responsibility of ensuring it is suitably cleaned up within a reasonable timeframe;*
- vii. *The animal must be kept clean & free of vermin;*
- viii. *A photo of the animal must be provided to the Body Corporate and to the building manager (if applicable);*
- ix. *If required by law, the animal must be registered with Council and must wear an appropriate identification tag;*
- x. *The animal must be of a size and nature that the animal can be controlled by the Owner or Occupier when the animal is within the confines of the lot and/or on Common Property, and must not present a danger to others if the animal escapes from the Owner's or Occupier's control;*
- xi. *The Owner or Occupier shall be responsible for the cost of repairing damage to the common property or the property of Owners or Occupiers of other Lots caused by the pet;*
- xii. *Any consent granted will only apply to the particular animal and will not cover any replacement or additional animal;*
- xiii. *The total number of pets within the lot must not exceed council regulations;*
- xiv. *Should the Body Corporate receive three (3) substantiated complaints in regard to the keeping of the pet within a three month period the Body Corporate Committee may withdraw the approval for the pet(s) and the owner shall remove the pet from the scheme land within 30 days of receiving a notice to do so from the Body Corporate.*

Should there be any discrepancy between these conditions and the by-laws of the scheme, the by-laws will take precedence over the approval condition.

YES 3 NO 3 ABSTAIN 1 MOTION LOST

Notice was given on Friday 7 August 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

The above is determined as a result of votes received by the due date.

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MINUTES OF MOTION VOTED ON OUTSIDE COMMITTEE MEETINGS

18 August 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motion was voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Lot 32 Improvement Application

MOTION CARRIED

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 approves the application received from the owner of lot 32 to complete tiling works to the balcony of the lot, to include the placement of tiles directly over the existing so not as to disturb the waterproofing membrane subject to the following conditions;

- i. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
- ii. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
- iii. *The works will not be funded in any way by the body corporate;*
- iv. *The lot owner must ensure the contractors used are suitably qualified, licenced and insured;*
- v. *The lot owner must obtain all necessary local government approvals;*
- vi. *The lot owner accepts full responsibility to any damage to the building and its common areas as a result of the works;*
- vii. *The works must be carried out in accordance with all relevant Australian Building Standards;*
- viii. *The lot owner accepts responsibility for removal of all trade waste from site;*
- ix. *The lot owner acknowledges all maintenance (including future maintenance) for the improvement remains the lot owner's responsibility;*
- x. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents;*
- xi. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building; and*
- xii. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme.*

Should there be any discrepancy between these conditions and the by-laws of the scheme, the by-laws will take precedence over the approval condition.

YES 5 NO 0 ABSTAIN 1 MOTION CARRIED

Notice was given on Tuesday 18 August 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Richard Warren & Elliot Montgomery.

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MINUTES OF MOTIONS VOTED ON OUTSIDE COMMITTEE MEETINGS

31 August 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motions were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Signboard on Common Property – Lot 23

MOTION CARRIED

THAT the body corporate approves the owner/agent of Lot 23 to temporarily display a signboard on the common property at the front of the premises to assist with the letting of the property subject to the following conditions:

- i. *The lot owner accepts all responsibility for any potential loss, damage to the building, its common areas or other and injury caused as a result of the display;*
- ii. *The owner and agent will ensure the sign is professional and remains in good repair during the period;*
- iii. *The owner and agent will ensure the sign is installed securely against the elements/vandalism;*
- iv. *The owner and agent will remove the sign within 7 days after a lease has been entered into or 90 days whichever is the sooner;*
- v. *The sign must comply with all local government standards for such signage.*

YES 7 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on 25 August 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from the following committee members.

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

The above is determined as a result of votes received by the due date.

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MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 15 September 2020
Time: 4:00pm
Location: Sonderklasse Lounge, Level 4, 300 Adelaide Street, Brisbane QLD 4000

1. ATTENDANCE

Present and voting:

Pamela Benton	Chairperson
Richard Warren	Secretary
David Firrell	Treasurer
Elizabeth Fysh	Committee Member
Elliott Montgomery	Committee Member
Peter Smith	Committee Member
Chris Woolley	Committee Member

Present and not voting:

Matt Simpson	Strata Dynamics Pty Ltd
Wally Skulsky	Building Manager

Proxies:

It was noted that there were no proxies tabled for this meeting.

Apologies:

Nil

Confirmation of a quorum

Those present noted that a quorum of the committee was present.

Meeting Chairperson

The meeting was chaired by Pamela Benton

2. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

It was **RESOLVED** that the minutes of the committee meeting dated 16 June 2020, be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

3. RATIFICATION OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

It was **RESOLVED** that the minutes of vote taken outside a committee meeting as below, be confirmed and accepted as a true reflection of the proceedings.

- i. 20200715 – Use of Properties
- ii. 20200804 – Lot 9 Pet Application
- iii. 20200811 – Lot 19 Pet Application
- iv. 20200818 – Lot 32 Improvement Application
- v. 20200831 – Lot 23 Signboard Application Request.

VOTES 7 YES 0 NO 0 ABSTAIN

4. BUILDING MANAGER'S REPORT

It was **RESOLVED** that the Building Managers Report as tabled be accepted.

VOTES 7 YES 0 NO 0 ABSTAIN

4.1 Building Cleaning, Repair and Maintenance Activities

NOTED the following maintenance items have been completed around the scheme.

- Attendance and rectification to the scuff marks to the driveway
- Attendance and maintenance to the scuffs to the stairwell
- Replacement of lights to the stairwell
- Painting of the basement entrance swipe.

The Committee discussed the general attendance by residents within the scheme for day to day cleanliness including hand marks on glass, cleaning of scuff marks on communal walls, cleanliness of the garbage area etc.

Additionally, the committee discussed the implementation of a sensor system for the visitor parking bays in order to mitigate vehicles parking and obstructing the gate sensors.

4.2 Security Incidents/Concerns

NOTED that the matter be included in future meetings.

4.3 Infringement of By-Laws that have been observed by the Building Manager

NOTED that a number of resident vehicles have been identified using the visitor parking spaces frequently at the scheme.

Furthermore, a request has been made to Wally to continue to monitor and escalate through to the committee for consideration of action.

4.4 Line Marking – Building Manager to Arrange Quotations

NOTED that a further quotation is to be obtained for the completion of the line marking.

4.5 Water Balancing Maintenance – Sprinkler Pressure Dropping

RESOLVED that the Body Corporate Committee proceed with the quotation \$729.00 from Fire Systems Australia towards the completion of the balancing of the sprinkler pressure.

VOTES 7 YES 0 NO 0 ABSTAIN

5. FINANCIALS

5.1 Financial Statements

It was **RESOLVED** that the financial statements as tabled be adopted and the expenses paid therein be ratified.

VOTES 7 YES 0 NO 0 ABSTAIN

5.2 Expenses for Ratification

It was **RESOLVED** that the following invoices for works completed already as approved by the committee be acknowledged and ratified.

•	16/06/20	Safeclean Carpets & Pest Control	Carpet clean	\$440.00
•	16/06/20	P Benton	Reim cab fare	\$11.45
•	22/06/20	Amalgamated Locksmiths	New lock and repairs	\$660.00
•	19/06/20	Pamela Benton Interiors	Supply tiles – Goodwin St stairs	\$443.80
•	24/06/20	C Strollo	Re-tile stairs - Goodwin St	\$1859.00
•	30/06/20	No Limits Landscaping	Garden refurbishment	\$7654.50
•	30/06/20	Fire Systems Australia	Service contract 1/6/20-31/8/20	\$1181.68
•	14/07/20	Fully Plastered QLD	Plastering Lot 33	\$907.50
•	20/07/20	ZMen Plumbing	Investigate shower leak Lot 5	\$220.00
•	20/07/20	JC Pool Services	60ltrs pool chlorine	\$86.40
•	20/07/20	iCertified Pty Ltd	Pool safety inspection	\$188.05
•	27/07/20	Automatic Gates & Doors	Replace rollers – garage gate	\$223.30
•	27/07/20	M Langdon – electrician	Install sensor lights	\$3270.66
•	27/07/20	M Langdon – electrician	Replace light fitting	\$133.30
•	10/08/20	Davas Group Pty Ltd	Part payment – intercom	\$23039.00
•	17/08/20	M Langdon – electrician	Replace emergency light	\$532.34
•	17/08/20	M Langdon – electrician	Install emergency lights	\$2883.36
•	17/08/20	M Langdon - electrician	Install 3 x sensor lights	\$508.92
•	17/08/20	M Langdon - electrician	Install motion light – bin area	\$647.18
•	27/08/20	Wetfix	Rendering – Goodwin St	\$1622.50
•	27/08/20	JC Pool Services	20ltrs pool chlorine	\$57.60
•	27/08/20	Fire Systems Australia	Replace batteries	\$242.00
•	10/09/20	Owner Lot 36	Reimburse plants	\$118.96
•	17/09/20	Pamela Benton Interiors	Supply tiles – lot 7	\$325.00
•	17/09/20	C Strollo	Retile stairs – lot 7	\$1403.60
•	17/09/20	Amalgamated Locksmiths	Lock repairs and alterations	\$225.00

VOTES 7 YES 0 NO 0 ABSTAIN

5.3 Arrears and debt recovery

NOTED that lot 10 is currently underway with escalation via Mathews Hunt Legal for debt recovery due to unpaid contributions owing to the Body Corporate. It is understood that a part payment has been received towards the outstanding balance however the full balance is yet to be received.

Further escalations will be taking place on the outstanding balance should no payment be received for the contributions due 1 October 2020.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Lot Owner's Response regarding Stairwell Improvement

NOTED that initial feedback was received regarding the stairwell improvements, the feedback raised has been attended to with the matter now resolved.

6.2 Review of Storage Shed with Garage

NOTED that matter is still currently with the Office of the BCCM.

Furthermore, that correspondence be issued through to the lot owner in order to seek final mediation regarding the damage storage shed prior to further escalation.

ACTION: STRATA MANAGER

6.3 Isolation Valves within Lots

NOTED that a quotation has been received towards the replacement of the isolation valves located within the individual units. Further discussion to be completed with the contractor in order to confirm the scheduling of the replacement.

Furthermore, the committee discussed whether the Body Corporate was to cover the completion of the isolation and recover the costs for the replacement as part of the levies.

RESOLVED that the Body Corporate Committee approve the quotation as received towards the replacement of the isolation valve within each of the units at a cost of \$133.00 GST exclusive per unit.

**VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: BUILDING MANAGER**

6.4 Building Maintenance Priority List

NOTED that the matter will be reviewed at the next committee meeting.

6.5 Parking Violations

NOTED that the matter is to be escalated by Wally through to the committee for their consideration.

6.6 Security: Audit of Common Property Keys, Fobs and Remote Controls

NOTED that Richard discussed with the committee the results following the completion of an audit to the fobs, keys and remote controls for the scheme.

Richard noted the apparent discrepancy between the number of keys and fobs that have been issued through to the building, and further, to the keys held by individual lot owners.

The Committee discussed the risks associated within the area including the known concerns or any previous incidents that have occurred to the building. Additionally, further discussion was held towards the management by the Body Corporate Committee to minimise the identified discrepancy of the keys, fobs and remotes that have been identified.

It was noted that remotes may be managed by simply amending the gate frequency code on a timeframe to be agreed to by the Committee, with appropriate notice being provided through to all residents.

RESOLVED that the Body Corporate seek quotations towards the implementation of an electric system that will provide an enhancement to the fob access for the scheme.

**VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: BUILDING MANAGER**

6.7 Evaluation of Nominee Trial Period

NOTED that the appointment of the nominee as liaison to the caretaker will continue as resolved until the next committee meeting for the Body Corporate.

7. GENERAL

7.1 Short Term Rentals

NOTED that following the previous resolution by the Body Corporate Committee towards the unauthorised use of properties as short term lettings for the scheme, correspondence has been received in response from both lot owners, however no resolution has been met.

The Committee has issued correspondence the Brisbane City Council towards the use of units within the scheme as short term lets. Additionally, it is noted that Brisbane City Council is yet to provide and feedback towards the correspondence issued, however, it has been identified that Brisbane City Council would provide a response to the correspondence within 28 days.

Furthermore, a follow up by way of formal complaint to be issued through to Brisbane City Council namely, Councillor Adams, in seeking an update towards their response to the correspondence issued by the Body Corporate.

Lot Owners are also welcomed to lodge a complaint with the Brisbane City Council towards the use of properties as a short term let/Airbnb property to accompany the formal complaint by the Body Corporate.

7.2 Water Leakage – Lot 4 Courtyard

NOTED that the Body Corporate Committee had initiated investigation towards the water leakage occurring between the Lot 4 courtyard and the carpark to the building.

Furthermore, correspondence to be prepared and issued through to the lot owner identifying that further investigation works are to take place to determine the cause. Additionally, a request to be issued through to the lot owner in seeking the removal of the improvements to the courtyard to allow adequate access.

RESOLVED THAT the Body Corporate committee proceed with the preparation and issuing of correspondence to the lot owner outlining the notation of the of further investigation works and the request of the removal of improvement works.

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: STRATA MANAGER

7.3 Planter Box Repair – Lot 32

NOTED that Elizabeth discussed with the Body Corporate Committee regarding the concerns with the planter box for lot 32 including plant roots growing underneath the paint and the render.

The committee discussed the maintenance responsibility regarding the planter boxes including the waterproofing membrane within that planter box. Additionally, towards the precedence and understanding by the Body Corporate Committee towards the adoption of the legislation regarding maintenance responsibilities.

Further discussion was held by the committee at length towards the attendance to the legislative requirements under section 157 of the Accommodation Regulation Module.

Elizabeth was requested to leave the room whilst the remaining committee members discussed the attendance of the maintenance to the planter box repair.

RESOLVED that the Body Corporate Committee approve proceeding with the investigation of the planter box of lot 32 at the cost of the Body Corporate in order to identify the cause of the issues to the planter box.

And further, That Eric Hebron be appointed to provide independent advice in identifying the cause of the issues to the planter box.

Furthermore, that the Body Corporate Committee prepare and issue correspondence to Elizabeth as the owner of the lot regarding the repair to the damaged render internal to the balcony of the lot.

VOTES 6 YES 0 NO 0 ABSTAIN

Wally Skulsky left the meeting 5.57pm

7.4 Pest Fumigation

RESOLVED that the Body Corporate Committee approve the quotation received from SafeClean Carpets & Pest Control totalling \$3,320.00 including GST for the completion of pest control services to the common property and individual units.

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: BUILDING MANAGER

7.5 Carpet Cleaning

RESOLVED that the Body Corporate Committee approve the quotation received from SafeClean Carpets & Pest Control totalling \$250.00 for the completion of carpet cleaning to the lift foyers.

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: BUILDING MANAGER

7.6 Pool Blanket Replacement

NOTED that a concern has been raised regarding the use of various chemicals with the pool for the scheme, and further that a review should be completed to ensure compliance towards its requirement.

RESOLVED that a request be made to Wally in seeking feedback from the pool maintenance company as well as arrangement for the implementation of a pool maintenance plan for the scheme.

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: BUILDING MANAGER

RESOLVED that a quotation be obtained towards the implementation of the pool blanket for the pool at the scheme.

VOTES 0 YES 7 NO 0 ABSTAIN

7.7 Body Corporate Committee Correspondence

RESOLVED that the day to day correspondence of the Body Corporate be issued through to all committee members for their consideration.

VOTES 7 YES 0 NO 0 ABSTAIN

7.8 Body Corporate Christmas Party

RESOLVED that the Body Corporate Committee arrange for a Christmas Party to be held at the scheme for a date to be confirmed.

VOTES 7 YES 0 NO 0 ABSTAIN

8. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, be held 8th December 2020 4.00pm.

VOTES 7 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 6:24pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

BRIDGEWATER GARDENS COMMITTEE MEETING 15th September 2020

REPORT: BUILDING MANAGER

**Please refer to the paperwork/quotes provided for the complete and individual itemised list of all work to be carried out in the building.*

4.0 BUILDING MANAGER'S REPORT

4.1. Building Cleaning, Repairs and Maintenance Activities

- Fire Systems Australia SEQ Pty Ltd:

13-06-2020: on-site

17-06-2020: 6 month testing completed.

22-06-2020: monthly inspection and test completed

23-06-2020: on site

17-07-2020: on site

21-07-2020: monthly inspection and test completed

17-08-2020: on-site

26-08-2020: monthly inspection and test completed

09-09-2020: on-site due to call-out

- Queensland Fire and Emergency Services:

11-09-2020: on-site due to sprinkler pressure dropping

- Main gate: new wheels were put on the main gate
- Intercom replacement: completed
- C. STROLLO – Tiler: completed work on the steps leading to the car-park and the Unit 7 steps

4.2. Security Incidents/Concerns

4.3. Infringement of by-laws observed by the Building Manager

- Visitor carparking – unit 5
- Cat not kept inside unit – unit 12
- Use of pool outside of hours – Unit 3 AirBnB guests

4.4. Line Marking:

- Linemarkers SEQ: provided a quote for the carpark bay lines and signs \$3,377.00 (inc. GST)

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1. Isolation valves within lots: on-going

6.2. Parking violations: on-going

7.0 GENERAL

7.1. Short Term rentals:

7.2. Water Leakage from Lot 4 courtyard: on-going

7.3. Planter box repair – Lot 32: on-going

7.4. Pest fumigation: on-going

7.5. Carpet cleaning: on-going

7.6. Pool blanket replacement: on-going

THE BODY CORPORATE FOR BRIDGEWATER GARDENS**CTS 17225**

GPO BOX 5256

BRISBANE, QLD 4001

EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185

FAX: 07 3229 8785

MINUTES OF MOTIONS VOTED ON OUTSIDE COMMITTEE MEETINGS

2 October 2020

To: All Owners

As required by the relevant legislation the committee wish to inform you that the following motions were voted on by way of a vote taking place outside of a committee meeting:

Committee Motion 1 – Lot 11 Lot Improvement Application**MOTION CARRIED**

THAT the body corporate for Bridgewater Gardens Community Titles Scheme 17225 approves the application for an air conditioning unit to be installed to the master bedroom of the property, with the condenser to be placed on the balcony as received from the owner of Lot 11 subject to the following conditions:

1. *The system is to be professionally installed by a qualified and licensed contractor who holds adequate public liability insurance;*
2. *The lot owner is to ensure any contractor engaged to complete the works follows the relevant safety requirements of the Work Health and Safety Act 2011 and its regulations;*
3. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
4. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
5. *The works will not be funded in any way by the body corporate;*
6. *The lot owner accepts responsibility for removal of all trade waste from site;*
7. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents.*
8. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building;*
9. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme;*
10. *Any condensation emitted from the system is to be appropriately plumbed to ensure the waste water is disposed of responsibly. Specifically:*
 - a. *condensation should not be permitted to drip onto any part of the lot or common property; and*
 - b. *condensation should not be collected in any vessel that requires manual emptying on a periodic basis.*
11. *Upon completion of the installation the lot owner is to provide photographic evidence to the committee demonstrating that the condensation will be disposed of responsibly;*
12. *The lot owner acknowledges that the determination of whether condensation water is being disposed of responsibly is completely at the discretion of the committee;*
13. *If it is determined by the committee that the installation is not disposing of the waste responsibly the lot owner agrees to make any adjustment to the installation as directed by the committee;*
14. *The system is not to emit noise or vented air likely to unreasonably affect any surrounding lots or persons lawfully using common property; and*
15. *If directed by the committee to do so the lot owner must make any such adjustments to the installation to ensure it complies with the above listed conditions.*

YES 6 NO 0 ABSTAIN 0 MOTION CARRIED

Notice was given on 30 September 2020, to the following committee members:

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Peter Smith, Richard Warren & Elliot Montgomery.

Votes were received from the following committee members.

Pamela Benton, David Firrell, Elizabeth Fysh, Chris Woolley, Richard Warren & Elliot Montgomery.

The above is determined as a result of votes received by the due date.

Please note that a resolution on a motion before the committee is a valid resolution of the committee, even though the motion is not decided at a meeting of the committee.

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 7 October 2020
Time: 4:00pm
Location: Unit 38 Bridgewater Gardens, Goodwin Street, Brisbane QLD 4000

1. ATTENDANCE

Present and voting:

Pamela Benton	Chairperson
Richard Warren	Secretary
David Firrell	Treasurer
Elizabeth Fysh	Committee Member
Elliott Montgomery	Committee Member

Proxies:

It was noted that there were two proxies tabled for this meeting:
Chris Woolley in favour of Richard Warren
Peter Smith in favour of David Firrell

Apologies:

Peter Smith
Chris Woolley

Confirmation of a quorum

Those present noted that a quorum of the committee was present.

Meeting Chairperson

The meeting was chaired by Pamela Benton

2. DEFERRAL OF REGULAR BUSINESS TO 8 DECEMBER COMMITTEE MEETING

It was **RESOLVED** that regular business of the Committee be deferred until the 8 December Committee Meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

3. RECTIFICATION OF FAULT IN COMMON PROPERTY – LOT 4 EXCLUSIVE USE GARDEN & COURTYARD

3.1 Brief by Chairperson

The Chairperson circulated copies of the preliminary report received from Eric Hebron Pty Ltd and verbally presented the advice received during the meeting from Shand Taylor Lawyers. The meeting identified two aspects that required action. The first was the need to proceed as quickly as possible to complete the rectifications and the second was to determine the Body Corporate's liability. On the latter aspects the Committee reviewed the legal advice received and noted the option of an application to the Commissioner for Body Corporate and Community Management.

It was **RESOLVED** that the Body Corporate consult with Shand Taylor Lawyers to determine what correspondence is possible with the other parties involved

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: STRATA MANAGER/EXECUTIVE COMMITTEE

3.2 Removal of Garden

The meeting noted from the architect's report that the root damage extended to include the paved area of the courtyard. To expedite this initial part of the rectification work, the Body Corporate would need to engage a gardener or landscape contractor.

It was **RESOLVED** that the Body Corporate prepare a Scope of Works for the removal of the garden and paving tiles, obtain at least two competitive quotes and engage the successful contractor as a matter of urgency.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: EXECUTIVE COMMITTEE

3.3 Rectification Contract

The meeting accepted the architect's point that a more detailed report and description of the scope of rectification works required, and that the tender documentation needed for pricing must be provided. This would require a further, more detailed investigation to be carried out by the architect.

It was **RESOLVED** that Eric Hebron Pty Ltd be engaged by the Body Corporate to prepare the scope of works for the rectification of the courtyard; arrange to obtain quotes; assist Body Corporate to select the successful contractor; and manage the contract on behalf of the Body Corporate.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: BODY CORPORATE COMMITTEE

3.4 Restoration of Garden

The meeting **DETERMINED** that it was too early to plan the garden restoration phase of the rectification works.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: EXECUTIVE COMMITTEE

4. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, be held at Strata Dynamics on 8 December 2020 at 4 pm.

VOTES 7 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5:15pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
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PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 8 December 2020
Time: 4:00pm
Location: Sonderklasse Lounge, Level 4, 300 Adelaide Street, Brisbane QLD 4000

1. ATTENDANCE

Present and voting:

Pamela Benton - Chairperson
Richard Warren - Secretary
David Firrell - Treasurer
Elizabeth Fysh - Committee Member
Elliott Montgomery - Committee Member
Peter Smith - Committee Member
Chris Woolley - Committee Member

Present and not voting:

Matt Simpson - Strata Dynamics Pty Ltd
Wally Skulsky - Building Manager
Tania Mawbey – Lot 4

Proxies:

It was noted that there were no proxies tabled for this meeting.

Apologies:

Nil

Confirmation of a quorum

Those present noted that a quorum of the committee was present.

Meeting Chairperson

The meeting was chaired by Pamela Benton.

2. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

It was **RESOLVED** that the minutes of the committee meeting dated 15 September 2020, be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

It was **RESOLVED** that the minutes of the committee meeting dated 7 October 2020, be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

3. RATIFICATION OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

It was **RESOLVED** that the following record of minutes of vote taken outside a formal committee meeting be confirmed and accepted as a true reflection of the proceedings;

1. 20201002 VOC Minutes – Lot Improvement Application – Lot 11
2. 20201029 VOC Minutes – Lot Improvement Application – Lot 4
3. 20201103 VOC Minutes – Pet Application – Lot 4 & Lot 2 BCCM Form 10 and Escalation
4. 20201106 VOC Minutes – Lot Improvement Application – Lot 34
5. 20201109 VOC Minutes – Lot Improvement Application – Lot 4
6. 20201111 VOC Minutes – Conciliation 1276-2020 Representative Appointment
7. 20201118 VOC Minutes – Lot Improvement Application – Lot 4
8. 20201118 VOC Minutes – Eric Hebron Appointment

VOTES 7 YES 0 NO 0 ABSTAIN

NOTED that the owner of lot 11 discussed the prior approval by the Body Corporate Committee towards the lot 11 improvement application for the installation of an air conditioning condenser specifically on the notation of the condensate to be plumbed appropriately. The owner discussed the implementation of an additional external pipping that would accommodate the condensate and the water spitter servicing the balcony.

Members discussed concerns regarding potential changes to the external appearance of the lot including the impact to appearance as well as the benefit to the lot owners.

The committee discussed this request including noting the requirement for the lot owner to lodge a lot improvement application for the review by the committee or by the lot owners as part of the next Annual General Meeting.

4. BUILDING MANAGER'S REPORT

It was **RESOLVED** that the Building Managers Report as tabled be accepted.

NOTED that a copy of a recent memorandum issued by the Body Corporate Committee to the Caretaker to be included with the minutes of this meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

4.1 Building Cleaning, Repair and Maintenance Activities

NOTED that all monthly inspections have been completed as required, with maintenance completed to a faulty value which requiring replacement.

NOTED that ongoing water testing is being completed via the building manager and the pool maintenance company (JC Pool Services). Upon completion of each test, associated chemicals are prescribed as required. D Firrell raised a concern regarding the provision of the pool chemicals including invoicing discrepancies with the chemicals provided over the chemicals received.

NOTED that the recent replacement of the digital key lock was discussed including concerns of the justification for the replacement including any necessary requirement to replace the lock.

NOTED that the committee discussed concerns regarding the entrance gate for the scheme including operational and functionality issues. The committee discussed seeking a secondary quotation / opinion from another contractor including escalation with the contractor that completed the installation.

NOTED that the committee discussed the current amount of bikes that have been left at the communal racks. Residents have been encouraged to ensure that bikes that are owned to be labelled and identified accordingly.

4.2 Security Incidents / Concerns

NOTED that there have been no notable incidents / concerns.

4.3 Infringement of by-laws that have been observed by the building manager

NOTED that the committee discussed the current by-laws for the Body Corporate including the notation of the wording “occupant” and the requirement for further clarification surrounding this. The committee discussed and agreed that a review of the by-laws should take place in the near future.

NOTED further discussed under item 7.1.

4.4 Line Marking – Building Manager to Arrange Quotations

NOTED that one quotation has been received to date for the completion of the line marking. The second quotation once received to be provided through to the Body Corporate Committee for review.

5. FINANCIALS

5.1 Financial Statements

It was **RESOLVED** that the financial statements as tabled be adopted and the expenses paid therein be ratified.

NOTED that gardening work that had been completed to the ground floor units exclusive use courtyard via the building manager and gardening contractor is to be identified with the applicable charges applied to the responsible lots.

VOTES 7 YES 0 NO 0 ABSTAIN

5.2 Expenses for Ratification

It was **RESOLVED** that the following invoices for works completed already as approved by the committee be acknowledged and ratified.

• 24/09/20	Amalgamated Locksmiths	Rekey lock – carpark fan room	\$170.00
• 24/09/20	CR & WA Garrett	Isolate irrigation – lot 4	\$380.38
• 24/09/20	Davas Group Pty Ltd	Final payment – intercom	\$5440.00
• 30/09/20	JC Pool Services	20ltrs chlorine, leaf shovel	\$69.75
• 30/09/20	P Benton	Reimburse cab fares	\$46.67
• 08/10/20	M Langdon – electrician	Strobe light in visitors carpark	\$278.36
• 08/10/20	Fire Systems Australia	Works as per quote 208759	\$224.40
• 15/10/20	No Limits Landscaping Pty Ltd	Remove brick wall lot 4	\$502.00
• 15/10/20	P Benton	Reimburse notice boards	\$118.80
• 15/10/20	Wolf Signs Pty Ltd	3 x engraved aluminium signs	\$247.50
• 22/10/20	C Strollo	Install 4 x stair trims	\$470.80
• 22/10/20	JC Pool Services	20kg chlorine, UV blackout	\$95.35
• 22/10/20	Automatic Gates & Doors	Callout 9/10/20 - carpark	\$220.00
• 29/10/20	JC Pool Services	Supply pool gate hinges	\$85.80
• 29/10/20	Amalgamated Locksmiths	Install pool gate hinges	\$252.50
• 29/10/20	SafeClean Carpets & P C	Pest control & carpet clean.	\$3430.00
• 04/11/20	Shand Taylor Lawyers	Legal advice re: lot 4	\$1210.00
• 10/11/20	JC Pool Services	Balance INV NP212120	\$156.10
• 10/11/20	JC Pool Services	5ltr hydrochloric acid	\$36.50
• 12/11/20	Amalgamated Locksmiths	Supply and install lock	\$335.00
• 18/11/20	JC Pool Services	Maindrain cover	\$32.95
• 18/11/20	Eric Hebron Architect Pty Ltd	Condition report U32 planter	\$462.00
• 25/11/20	Automatic Gates & Doors	Deposit – Quote MW11833	\$83.60
• 25/11/20	M Langdon – electrician	Replace light switch fire stairs	\$85.00
• 25/11/20	Fire Systems Australia	Work as per quote 210286	\$726.00
• 25/11/20	Fire Systems Australia	Isolate sprinkler flow switch	\$198.00
• 25/11/20	JC Pool Services	Pool condition check 16 Nov	\$100.00
• 25/11/20	JC Pool Services	10 x 20kg bags salt	\$160.00
• 03/12/20	JC Pool Services	40 ltrs liquid chlorine	\$57.60

VOTES 6 YES 1 NO 0 ABSTAIN

NOTED that an objection was raised regarding the invoice payment to Amalgamated Locksmiths on the 12/11/20 including the requirements and the reasoning behind the replacement as noted under 4.1.

5.3 Arrears and debt recovery

It was **RESOLVED** that there were no lots to be sent to collection at this time.

NOTED that the Body Corporate discussed the current process for the recovery of the debt from the owner of lot 10 including the completion of the escalation for the debt.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: STRATA MANAGER

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Review of Storage Shed within Garage – Lot 2

THAT the body corporate for BRIDGEWATER GARDENS Community Titles Scheme 17225 approves the appointment of the following members to act as representatives on behalf of the Body Corporate Committee at the conciliation 1386-2020 dated 15 January 2021.

Pamela Benton

Richard Warren

AND FURTHER THAT a representative of the Body Corporate Committee be authorised to complete the Confirmation of Participation form on behalf of the Committee.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: STRATA MANAGER

6.2 Isolation Valves within Lots

NOTED that the matter is ongoing with further discussion to take place at the future meeting.

6.3 Building Maintenance Priority List

NOTED that the committee will discuss and review future maintenance priorities for the building including arrangement towards an invitation to lot owners in seeking feedback on matters to be attended to by the Body Corporate.

NOTED it was agreed that R Warren, P Smith and E Montgomery to prepare the priority listing for the Body Corporate for consideration as part of the future budgeting for the building.

NOTED that the building manager discussed the placement of mesh to the ventilation to stop access to the vents by possums, further discussion to take place with the handyman contractor for the implementation of the mesh.

ACTION: COMMITTEE / BUILDING MANAGER

6.4 Parking Violations

NOTED as discussed under item 4.3.

6.5 Planter Box Repair – Lot 32

NOTED that P Benton tabled the conciliation agreement between the Body Corporate Committee and the owner of lot 32.

NOTED that rectification works as directed to take place during the week of the 7th December 2020.

6.6 Operation and Maintenance of Swimming Pool

NOTED that the building manager was requested to vacate the meeting for the discussion of 6.6 by the committee.

NOTED that the committee discussed matters relating to the attendance of maintenance, testing and implementation of the chemicals to the pool at the building. Concern was raised regarding shortfalls that have been identified between the prior level of maintenance against the required level defined by legislation. It was identified that improvement has been noted recently towards the increasing levels of testing and appropriate chemical usage.

D Firrell presented a report regarding the operation of the pool and related equipment. The report included quotes from two suppliers for replacement of equipment which is due for replacement.

NOTED that the quotations received will be reviewed with further discussion to take place at the future committee meeting for the Body Corporate.

RESOLVED that the Body Corporate Committee discussed the preparation and issuing of correspondence to the building manager outlining the requirement and obligation of the pool maintenance including scheduling for testing and implementation of adequate and appropriate pool chemicals.

AND FURTHER that the Body Corporate resolve to arrange for training relating to the maintenance of the pool and implementation of chemicals with the building manager and a professional body at the cost of the Body Corporate.

VOTES 7 YES 0 NO 0 ABSTAIN

6.7 Short Term Rentals

NOTED that following the previous issuing of correspondence to the Brisbane City Council by the Body Corporate, it has been understood that the Brisbane City Council have been liaising with the individual owners regarding the arrangement of the Short Term Rentals.

NOTED that further discussion took place with the committee members including potential outcomes of the review by Brisbane City Council including possible amendments to compliancy requirements including changes to the DA and Certificate of Classification.

6.8 Water Leakage – Lot 4 Courtyard

NOTED that the committee discussed with the owner of lot 4 regarding the initial report commissioned by the Body Corporate. it was confirmed that tenders are currently being arranged by Eric Hebron as part of the report with the tenders to be completed and included as part of the next General Meeting for the Body Corporate.

NOTED that it was discussed whether the damage identified would be covered by the insurance for the Body Corporate, to which it was advised that the matter falls outside of the insurance held by the Body Corporate.

7. NEW BUSINESS

7.1 Cats Identified on Common Property – Lot 12 & Lot 23 – NEW ITEM

NOTED that the Body Corporate Committee are in receipt of complaints regarding the pets owned by lots 12 and 23 have been sighted roaming on common property.

NOTED that the residents of lot 23 have recently moved and no longer reside at the building.

Lot 12 – NEW ITEM

THAT the Body Corporate Committee resolve to prepare and issue correspondence to the owner of lot 12 in seeking the removal of the pet due to historic complaints received by the Body Corporate, furthermore, that the correspondence include allowance of 21 days for the removal of the pet.

AND THAT in the event that the lot owner fail to remove the pet, that the Body Corporate Committee resolve to proceed with escalation of the matter by way of an application to the Office of Body Corporate and Community Management in seeking a conciliation or adjudication (which ever applicable).

AND FURTHER THAT the Body Corporate Manager be authorised to complete associated documentation on behalf of the Body Corporate including the use of the Body Corporate seal.

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: STRATA MANAGER

7.2 Exclusive Use Parking Space Cleanliness – NEW ITEM

NOTED that correspondence was previously issued by the Body Corporate to the owner of lot 3 regarding the cleanliness of the vehicle space at the building. Concerns had been raised towards the vehicle space being used to store personal belongings including the sighting of rubbish.

THAT the Body Corporate Committee resolve with the preparation and issuing of a BCCM Form 10 to the owner of lot 3 regarding the cleanliness of the vehicle space, including the notation of by-law 32 Exclusive Use – Car Parking.

AND FURTHER THAT the lot owner be granted 14 days in order to comply with the directions of the BCCM Form 10.

AND THAT in the event that the lot owner fail to comply with the directions of the BCCM Form 10, that the Body Corporate Committee resolve to proceed with escalation of the matter by way of an application to the Office of Body Corporate and Community Management in seeking a conciliation or adjudication (which ever applicable).

VOTES 7 YES 0 NO 0 ABSTAIN

ACTION: STRATA MANAGER

7.3 Air Conditioner Lot 4 – NEW ITEM

THAT the body corporate for Bridgewater Gardens Community Titles Scheme 17225 approves the application for an air conditioning unit to be installed to the property, with the condenser to be placed within the exclusive use courtyard (fixed to the lower external wall) as received from the owner of Lot 4 subject to the following conditions:

1. *The system is to be professionally installed by a qualified and licensed contractor who holds adequate public liability insurance;*
2. *The lot owner is to ensure any contractor engaged to complete the works follows the relevant safety requirements of the Work Health and Safety Act 2011 and its regulations;*
3. *The lot owner accepts all responsibility for any potential loss, damage or injury caused as a result of the works;*
4. *The lot owner absolves the body corporate of any potential claims against it as a result of the works;*
5. *The works will not be funded in any way by the body corporate;*
6. *The lot owner accepts responsibility for removal of all trade waste from site;*
7. *The work is conducted during appropriate hours and in such a manner to reduce disturbance to other residents.*
8. *The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building;*
9. *The lot owner acknowledges and adheres to all relevant by-laws of the scheme;*
10. *Any condensation emitted from the system is to be appropriately plumbed to ensure the waste water is disposed of responsibly. Specifically:*
 - a. *condensation should not be permitted to drip onto any part of the lot or common property; and*
 - b. *condensation should not be collected in any vessel that requires manual emptying on a periodic basis.*
11. *Upon completion of the installation the lot owner is to provide photographic evidence to the committee demonstrating that the condensation will be disposed of responsibly;*
12. *The lot owner acknowledges that the determination of whether condensation water is being disposed of responsibly is completely at the discretion of the committee;*
13. *If it is determined by the committee that the installation is not disposing of the waste responsibly the lot owner agrees to make any adjustment to the installation as directed by the committee;*
14. *The system is not to emit noise or vented air likely to unreasonably affect any surrounding lots or persons lawfully using common property; and*
15. *If directed by the committee to do so the lot owner must make any such adjustments to the installation to ensure it complies with the above listed conditions.*

VOTES 7 YES 0 NO 0 ABSTAIN
ACTION: STRATA MANAGER

7.4 Conciliation Application nominated representatives – Garage Storage Lot 2 – COMPLETED

NOTED as discussed under item 6.1.

7.5 QFES Callouts – NEW ITEM

NOTED that the committee discussed the recent callouts by QFES to the scheme including the identification of the faults that caused the callouts, additionally the committee discussed the potential replacement of the detectors should the faults identified be relating to the failure / age of those detectors.

7.6 Improvement Application Form – Lot 36 – NEW ITEM

NOTED that the committee discussed the application received from owner of lot 36 towards the implementation of an over bonnet cabinet to the carpark. It was noted that the application is to be considered at the next committee meeting for the Body Corporate.

8. GENERAL

8.1 Marina Garbage Bins

NOTED that discussion took place by the Committee regarding access by the marina via the Bridgewater and adjacent properties including ongoing problems that the access is causing. It has been identified that the neighbouring Bridgewater properties will be implementing lighting bollards in order to cease accessibility by the Marina to the garbage bins.

NOTED that the committee discussed the sourced lease agreement via the State Government to which it has been identified a number of breaches of the lease agreement by the Marina.

NOTED that the committee will discuss the matter further at the next committee meeting.

9. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, be held at Tuesday 9th February 4.00pm.

VOTES 7 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 6:23 pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

9-2-23

BRIDGEWATER GARDENS**COMMITTEE MEETING****08th DECEMBER 2020**

REPORT: BUILDING MANAGER

*Please refer to the paperwork/quotes provided for the complete and individual itemised list of all work to be carried out in the building.

4.0 BUILDING MANAGER'S REPORT**4.1 BUILDING CLEANING, REPAIR AND MAINTENANCE ACTIVITIES**

- **FIRE SYSTEMS AUSTRALIA:**

- 21-09-2020: Monthly Inspection and Test completed.

- 29-10-2020: Monthly Inspection and Test completed.

- 10-11-2020: 5year Valve was overhauled.

- 13-11-2020: Main panel in the Foyer was observed and the sprinkler system in the car park was isolated.

- 25-11-2020: Monthly Inspection and Test completed.

- 30-11-2020: The annual fire safety inspection of all lots and common property was completed.

- **POOL:**

- As of the 1-12-2020, a pool water sample will be taken, then delivered to and analysed by JC POOL SERVICES once a week.

- A water analysis report will be provided weekly.

- Pool Gate: Fixed and completed.

- **PEST CONTROL:**

- 15-10-2020: SAFECLEAN completed work to all Lots and Common areas.

- **CARPET CLEANING:**

- 07-10-2020: SAFECLEAN completed work on the lift foyers carpet.

- **MACLAY TOWERS:** The gardening along the fence line has been removed and tidied.

- **BIKE AUDIT:** Completed

- **COURTYARD GARDENING ACCOUNTS:** On-going.

- **INTERCOM:** Lot guide plates were installed and work completed.

- NOTICE BOARDS: 4 were installed in the Lobbies.
- LOT 4 FENCE POST: Light fitting was installed and completed.
- POWER ROOM: Key lock handle was installed and completed.
- WATER METER: B.C.C supplied and installed a new water meter.

4.2 SECURITY INCIDENTS/CONCERNS

4.3 INFRINGEMENT OF BY-LAWS

- LOT 12: Cat
On-going
- LOT 12: A notice was placed on the offending vehicle that had and has, continued to park in the Visitor's Only parking bays daily.
- LOT 32: A notice was placed on the offending vehicle that had and has, continued to park in the Visitor's Only parking bays daily.

4.4 LINE MARKING

- ON-GOING.
- LINEMARKERS SEQ

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 REVIEW OF STORAGE SHED WITHIN GARAGE – LOT 2

- ON – GOING

6.2 ISOLATION VALVES WITHIN LOTS

- ON-GOING

6.3 BUILDING MAINTENANCE PRIORITY REPORT

- FIRE SYSTEMS AUSTRALIA: 16-01-2021
REPAIR/REPLACE FAULTY DETECTORS IN:
LOT 16, 17, 24, 29, 34 and 37.

6.4 PARKING VIOLATIONS

- LOT 12: A notice was placed on the offending vehicle that has continued to park in the Visitor's Only parking bays daily.

- LOT 32: A notice was placed on the offending vehicle that has continued to park in the Visitor's Only parking bays daily.

6.5 PLANTER BOX REPAIR – LOT 32

- RESOLVED

6.6 OPERATION AND MAINTENANCE OF THE SWIMMING POOL

- REFER TO BUILDING MANAGER'S REPORT

6.7 SHORT TERM RENTALS

6.8 WATER LEAKAGE- LOT 4 COURT-YARD

- ON-GOING

7.0 NEW BUSINESS

7.1 CATS IDENTIFIED ONCOMMON PROPERTY – LOT 12 & LOT 23

- LOT 12: ON-GOING
- ~~LOT 23: ON-GOING~~
EMAIL provided.

7.2 EXCLUSIVE USE PARKING SPACE CLEANLINESS

- ON-GOING

7.3 AIR CONDITIONER – LOT 4

7.4 GARAGE GATE

- COMPLETED
- AUTOMATIC GATES & DOORS have supplied and installed a additional subsidiary control board.

7.5 GARAGE STORAGE

- On-going.

7.6 QFES CALLOUTS

- 09-11-2020: on-site regarding the sprinkler pressure switch.

THE BODY CORPORATE FOR BRIDGEWATER GARDENS CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
FAX: 07 3229 8785

MEMORANDUM TO CARETAKER

Reference: 1/2020
9 November 2020

Walter Skulskyj & Bontif Pty Ltd
Unit 1 / 10-16 Goodwin Street
Kangaroo Point QLD 4169
Via Email – bridgewater_gardens@yahoo.com.au

RE: Maintenance of Exclusive Use Courtyards and Gardens

The Body Corporate Committee has reviewed the way in which its obligation under By-law 33.5 and 33.6 is being met and have determined that an improved recording of accounts is required to provide transparency to affected Lot owners.

In accordance with your Caretaker Agreement with the Body Corporate you are required to maintain all the common property lawns, gardens and shrubs, which duty includes watering, fertilizing, weeding, mulching and top dressing. This duty is covered fully by the remuneration payable to you by the Body Corporate under that Agreement.

These above-mentioned activities include the common property that is assigned as exclusive use gardens and courtyards. Under By-law 33.5 each Lot owner who has such exclusive use is liable to the Body Corporate for the cost of maintaining their exclusive use courtyard and garden. The Body Corporate needs the details of the cost of maintenance to fulfil its obligation under By-law 33.6 to recover that cost.

You have a contractual duty under Duty 10.4 to check, endorse and record accounts, and conduct Body Corporate administration. The Body Corporate requires that you provide monthly accounting for the maintenance of each exclusive use courtyard and garden of Lots 1 to 10 inclusive. The accounting record is to be submitted in writing to the Treasurer by the last day of each month and states:

- A brief description of the maintenance performed,
- Your labour charges for the reasonable cost of maintaining the courtyard and garden, and
- Cost of consumables reimbursed to you under the provision of Clause 5.2(d) of our Caretaker Agreement

Secretary
Bridgewater Gardens Body Corporate

Bridgewater Gardens Swimming Pool

1. Background

At its meeting on 15 September 2020, the Committee resolved that a request be made to the Building Manager in “seeking feedback from the pool maintenance company as well as arrangement for the implementation of a pool maintenance plan for the scheme” (minutes 15/9/20 item: 7.6).

This resolution was initiated as a result of the apparent high amount of liquid chlorine which had been purchased for use in the scheme’s salt water pool. Since 12 February 2020, **540 litres of liquid chlorine** has been purchased by the Building Manager for use in the pool.

Testing of pool water samples conducted by JC Pool Services on 4 occasions since 13 October 2020 has shown that the pool water had a high Ph value when compared to the accepted standard and also a low salt content when compared to the accepted standard (see table below).

Recent water analysis results:

Ideal pH range is 7.2 to 7.6

Ideal salt content is 4000ppm

Date	Alkalinity	pH	Salt	Recommendation
13/10/20	132ppm	8.3	2510ppm	Add 5 bags of salt Add 1.2 ltrs acid
22/10/20	139ppm	8.3	2330ppm	Add 6 bags of salt Add 1.25 ltrs acid
05/11/20	132ppm	8.5	2110ppm	Add 7 bags of salt Add 2 ltrs of acid
16/11/20				Add 10 bags of salt
23/11/20	96ppm	8.4	3880ppm	Add 1.5ltr acid

Current pool details and equipment

- Pool volume – approx 75000 ltrs
- Surface - Pebblecrete
- Pump – Davey PM350-0
- Chlorinator – Hurlcon VX11T Salt chlorinator
- Filter – Poolrite S-9000 Titan sand filter
- Chemical dosing system – Hurlcon RC25-1

2. Inspection by JC Pool Services

On **16 November 2020** a technician from JC Pool Services attended the scheme and in company with committee representatives David Firrell and Richard Warren and building manager Wally Skulsky tested the pool water and inspected the pool equipment.

As a result of this inspection 10 bags (200kg) of salt was added to the pool water. On 23 November 2020 a verbal request for a copy of the test results was made however JC Pools Services could find no record of this testing.



JC Pools water
testing.pdf

An inspection of the pool equipment was also conducted by the technician with the following verbal advice that:

- the pool filter should be run for approximately 8hrs/day during summer
- the pool filter should be cleaned at least once a week
- the pool water should be tested twice a day

- the pool filter medium should be changed
- the acid doser is not working and should be replaced
- the pool filter canister is approaching its end of life and requires replacement
- evidence of damage to the chlorinator cell (bent cells) caused by a deficiency of salt in the pool water (NB: Last chlorinator cell was replaced on 24/10/18).

Four quotes have been received from JC Pool Services for the following equipment:

Quote 1:

- Autochlor RP50HD chlorinator - no timer = \$3,125.50
- Prominent Compact controllers Ph & CL2 pool package = \$9,297.75
- Installation = \$1,000.00

Quote 2:

- Dolphin M 400 CB automatic pool cleaner = \$2199.00

Quote 3:

- Perfect Liquid Feeder = \$1,555.05
- Sand Filter Zodiac Titan 28" Zt700 = \$1,159.00
- Crystal Glass Media Coarse 15kg x 4 = \$145.20
- Crystal Glass Media 15kg Fine 36.30 x 5 = \$181.50
- Chlorinator AIS RP50THD = \$3,368.50
- Installation = \$600.00

Quote 4:

- Astral VX11 cell only = \$1,043.15
- Installation = \$92.00

A note regarding JC Pool Services: On the four occasions that I have taken water samples to be tested by JC Pool Services I have found them to be obliging in providing the required service however they stated that they had not previously tested any of Bridgewater Gardens' pool water and, prior to my first visit on 13 October 2020, did not have a client record which held details of any previous water tests of our pool. The personnel stated that they just supplied chemicals and equipment as requested by our building manager.

Another issue noted is that, due to the number of "Bridgewater..." buildings in Kangaroo Point they had difficulty in finding the correct account on which to attach the testing results. This may have resulted in Bridgewater Gardens having been incorrectly invoiced for products which were not ordered by the building manager. The solution to this problem is to have the building manager receive a copy of the invoice at the time of purchase. The manager is to then sign the invoice and provide it to the Treasurer for payment.

Recent chemical purchases:

Date	Chemicals purchased since February 2020
12/2/20	20 litres liquid chlorine
18/2/20	40 litres liquid chlorine
2/3/20	60 litres liquid chlorine
17/3/20	10 litres hydrochloric acid
23/3/20	40 litres liquid chlorine 10 litres hydrochloric acid
3/4/20	60 litres chlorine 10 litres hydrochloric acid
1/5/20	60 litres liquid chlorine
8/6/20	60 litres liquid chlorine
14/7/20	60 litres liquid chlorine
20/8/20	40 litres liquid chlorine

Date	Chemicals purchased since February 2020
24/9/20	20 litres liquid chlorine
12/10/20	40 litres liquid chlorine 25kg UV blackout
05/11/20	5ltrs hydrochloric acid
16/11/20	200kg salt
26/11/20	40 litres liquid chlorine – total liquid chlorine purchased since 12/2/20 – 540 litres

3. Inspection by Zoran Atelj

On **30 November 2020** Zoran Atelj, a resident of Bridgewater Gardens and pool builder, inspected the pool and its equipment. Mr Atelj followed up with an email to the Committee Executive on 6 December 2020 (attached).



Fwd swimming
pool.htm

In summary Mr Atejl advised:

- recommended filter running time in summer is 10hrs/day.
- the Bridgewater Gardens swimming pool is categorised as a low-risk facility. However, changing nature of property uses, especially short-term rentals growing up in near feature, it would classify it as a medium risk facility and the Guidelines prescribe “if facility falls into multiple risk categories, the facility should be monitored as if it were the type of facility in the highest risk category”
- for all types of properties weekly tests are required for water balance (calcium hardness, total alkalinity, TDS, temperature) as well as cyanuric acid and turbidity
- quarterly (testing) is recommended (for) microbiological and chloramines verification monitoring, taking water sample, and sending it to an external laboratory for analysis.

In an email dated 7 December 2020 Mr Atejl advised:

- Filter replacement should be budgeted in a near future. I do recommend Waterco Micron Eco 900 filter which is priced at \$2200.00 plus filtration media (440kg of sand or 487kg of glass), plus installation, plus removal of existing filter. Total price would be between \$2950.00 for sand media and \$3280.00 for glass media.
- Mr Atelj has advised he would be able to do water tests, supply chemicals and treat pool water on either daily or weekly basis. Costs of chemicals should be about \$65.00 per month in average providing that recommended equipment is installed. Weekly full testing and reporting is priced at \$85.00. Daily testing of chlorine and pH, and reporting is priced at \$20.00.

Mr Atelj has sourced quotes for:

- a) Install Chemigem D10 CP, single pump unit which is priced at \$2650.00 plus installation costs and accessories (drums, chemicals etc). It continuously analyses pool water chemistry and accurately sanitises and control pH. It would control existing salt chlorinator with pH controlled via a single peristaltic pump. Installation costs should be between \$200.00 and \$250.00.

4. Additional resources

Queensland Health's "Water quality guidelines for public aquatic facilities" – November 2019 provides guidelines for: “organisations and people who operate public aquatic facilities to reduce risks to public health”.



DoH -
water-quality-guide

A summary of these guidelines as they relate to the pool at Bridgewater Gardens is:

- the pool at Bridgewater Gardens falls into the low risk category
- use “stabilised” chlorine, not liquid chlorine for “one off” sanitation events
- automatic chemical dosing is strongly recommended
- regular backwashing of the pool water is required dependent on the variation between the inlet and outlet pressure gauges
- daily water testing of pH, temperature and chlorimides
- weekly verification water testing using a photometric device of total alkalinity, temperature, calcium hardness and total dissolved solids (TDS)
- records of daily and weekly water testing should be held for at least 12 months.

5. Recommendations

In considering the advice from JC Pool Services, Mr Altelj and Queensland Health guidelines the following recommendations are proposed.

- a) Building manager conducts daily testing of pH, temperature and chlorimides.
- b) Suitable testing equipment be sourced. The use of a test strip is not suitable for our complex.
- c) Weekly water testing by a recognised pool shop for photometric testing of:
 - a. Total alkalinity
 - b. Temperature
 - c. Calcium hardness
 - d. Total dissolved solids (TDS)
 - e. Only purchase chemicals recommended as a result of the water testing
 - f. Signature required for all chemicals purchased.
- d) Copy of the weekly water testing result to be taken from the water testing facility and to be displayed in the pump room.
- e) Copy of the report and any other logbook entries to be held for a period of at least 12 months.
- f) Consideration be given for the immediate purchase of chemical dosing system – approximately \$1600.
- g) Provision be made in the sinking fund for future purchase of:
 - a. Filter - \$3500
 - b. Chlorinator - \$3000
 - c. Pump - \$1500
- h) A commercial pool maintenance contractor be engaged on an adhoc basis to provide advice to the Body Corporate regarding pool maintenance, equipment requirements and equipment purchases.

David Firrell
7 December 2020

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

G.P.O. BOX 5256
BRISBANE, QLD 4001
EMAIL: INFO@STRATADYNAMICS.COM.AU

PH: 07 3229 9185
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MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 23 February 2021
Time: 4:00pm
Location: Sonderklasse Lounge, Level 4, 300 Adelaide Street, Brisbane QLD 4000

1. ATTENDANCE

Present and voting:

Pamela Benton - Chairperson
Richard Warren - Secretary (left 5.10pm)
David Firrell - Treasurer
Elizabeth Fysh - Committee Member
Elliott Montgomery - Committee Member (Via Teleconference) left 5.10pm
Peter Smith - Committee Member
Chris Woolley- Committee Member

Present and not voting:

Matt Simpson - Strata Dynamics Pty Ltd
Wally Skulsky - Building Manager
Andrew Peachey – Lot 2
Tania Mawbey – Lot 4 (Arrived 4.34pm)
Ted Ireland – Lot 10

Proxies:

It was noted that there were no proxies tabled for this meeting.

Apologies:

It was noted that there were no apologies tabled for this meeting.

Confirmation of a quorum

Those present noted that a quorum of the committee present.

Meeting Chairperson

The meeting was chaired by Pamela Benton.

2. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

It was **RESOLVED** that the minutes of the committee meeting dated 8 December 2020, be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 7 YES # NO # ABSTAIN

3. RATIFICATION OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

It was **RESOLVED** that the following record of minutes of vote taken outside a formal committee meeting be confirmed and accepted as a true reflection of the proceedings;

1. 20210113 VOC Minutes – Lot Improvement Application (Air Conditioning and Balcony Drainage Amendment)

VOTES 6 YES 1 NO 0 ABSTAIN

2. 20210127 VOC Minutes – Shed Removal Lot 33

VOTES 7 YES 0 NO 0 ABSTAIN

3. 20210128 VOC Minutes – Adjudication Order Application – Lot 2 – Appointment of representative

VOTES 7 YES 0 NO 0 ABSTAIN

4. BUILDING MANAGER'S REPORT

4.1. Building Cleaning, Repair and Maintenance Activities - ONGOING

NOTED that no building managers report was tabled at the time of the meeting.

4.2. Security Incidents / Concerns - ONGOING

NOTED that no Security Incidents / Concerns had been raised by the building manager at the time of the meeting.

4.3. Infringement of by-laws that have been observed by the Building Manager - ONGOING

NOTED that no infringement of the by-laws had been raised by the building manager at the time of the meeting.

4.4. Line Marking – Building Manager to Arrange Quotations - ONGOING

NOTED that quotations received by the building manager will be circulated through to the committee for their review.

5. FINANCIALS

5.1. Financial Statements

It was **RESOLVED** that the financial statements as tabled be adopted and the expenses paid therein be ratified.

VOTES 7 YES 0 NO 0 ABSTAIN

NOTED that the on-charging of the re-insert of the detector to lot 3 totalling \$88.00 including GST has been completed. The Committee note that the charge has been paid by the lot owner.

5.2. Expenses for Ratification

It was **RESOLVED** that the following invoices for works completed already as approved by the committee be acknowledged and ratified.

•	10/12/20	P Benton	Reimburse cab fare	\$24.99
•	10/12/20	Fire Systems Australia	INV 218303 – 15/9/20	\$418.00
•	17/12/20	Fire Systems Australia	Replace detector – U9	\$225.50
•	17/12/20	Fire Systems Australia	Isolate sprinkler room bell	\$124.85
•	17/12/20	QFES	Annual Fire Alarm management	\$3434.50
•	17/12/20	Automatic Gates & Doors	Balance – Quote MW11833	\$752.40
•	17/12/20	JC Pool Services	10kg chlorine, 20kg salt	\$160.80
•	17/12/20	M Langdon	Callout – carpark pump	\$170.00
•	17/12/20	Mathews Hunt Legal	Legal advice re: Lot 10	\$198.00
•	17/12/20	Mathews Hunt Legal	Legal advice re: Lot 10	\$253.60
•	07/01/21	Automatic Gates & Doors	Callout – carpark gate	\$244.75
•	07/01/21	Fire Systems Australia	Service contract 1/12/20 – 28/2/21	\$1181.68
•	07/01/21	Frank Cole Waterproofing	Planter box repairs – lot 32	\$2200.00
•	07/01/21	JC Pool Services	1kg Oxyfresh & 40kgs salt	\$69.90
•	14/01/21	JC Pool Services	1kg Oxyfresh & 20kgs salt	\$46.65
•	25/01/21	QFES	Callout 27/11/20	\$1351.00
•	25/01/21	Fire Systems Australia	Re-insert detector Lot 3	\$88.00
•	25/01/21	P Benton	Reimburse rodent trap and bait	\$70.76
•	25/01/21	Frank Cole Waterproofing	Planter box repairs – lot 34	\$2200.00
•	28/01/21	Matthews Hunt Legal	Legal advice re: Lot 10	\$178.20
•	28/01/21	JC Pool Services	40kgs pool salt	\$32.00
•	11/02/21	JC Pool Services	various chemicals	\$342.90
•	11/02/21	JC Pool Services	5ltr acid & 20kgs salt	\$34.25
•	18/02/21	Thyssenkrupp Elevator	Contract 1/11/20 – 31/1/21	\$1303.70
•	18/02/21	Down Under Pumps Pty Ltd	Test pumps in carpark	\$275.00
•	18/02/21	Eric Hebron Architect Pty Ltd	Inspect and report carpark leak	\$495.00
•	18/02/21	JC Pool Services	20ltr chlorine & 20kgs salt	\$44.80

VOTES 7 YES 0 NO 0 ABSTAIN

5.3. Arrears and debt recovery

NOTED that lot 10 remains in arrears and subject to debt recovery proceedings, and further that formal escalation is taking place regarding the completion of the debt recovery.

NOTED that the outstanding balance listed on lot 19 had been paid the morning of the 23rd February 2021.

5.4. Admin Budget Proposal 2021

NOTED that the committee discussed the balance of the upcoming insurance renewal including matters relating to upcoming maintenance expenditure required for the Body Corporate.

THAT the Body Corporate Committee for Bridgewater Gardens resolve to proceed with the proposal of the Administration Fund Budget for the Body Corporate for the 2021-2022 period totalling \$145,464.00 plus GST.

VOTES 7 YES # NO # ABSTAIN

5.5. Proposed Sinking Fund Forecast 2021 - 2030

NOTED that members of the Body Corporate Committee discussed the level of funds required including the future expenditure of the Body Corporate. Various options of contributions were discussed including lowering, remaining and increasing the contributions to be paid by lot owners.

THAT the Body Corporate Committee for Bridgewater Gardens resolve to proceed with the proposal of the Sinking Fund Budget for the Body Corporate for the 2021-2022 period totalling \$81,415.00 plus GST.

VOTES 7 YES # NO # ABSTAIN

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1. Storage Shed within Garage – Lot 2

NOTED that an adjudication application has been lodged with the Office of the Commissioner for Body Corporate and Community Management following the Conciliation Meeting between the representative of the Body Corporate Committee and the owner of lot 2.

Submission requests have been issued through to lot owners as part of the adjudication application process as defined by the Office of the Commissioner for Body Corporate and Community Management.

6.2. Isolation Valve within Lots

NOTED that the matter is ongoing.

6.3. Building Maintenance Priority List

NOTED that the Body Corporate Committee discussed a report tabled at the meeting including the priority listing of building maintenance to be completed around the scheme. The report identified matters of maintenance of varying priority to assist the committee with budgeting for future maintenance works.

The members discussed matters such as security including the placement of cameras and the re-tanking of the waterproof membrane in the planter boxes.

NOTED that the committee will review the list and discuss at a future meeting.

6.4. Parking Violations

NOTED that the matter will be discussed at the next committee meeting.

6.5. Marina Garbage Bins

NOTED that garbage bin access to Rotherham Street has ceased since the installation of bollards, the bins have now been relocated to an alternative location.

NOTED that the matter be included for discussion at future meetings.

6.6. Operation and Maintenance of Swimming Pool

NOTED that 4 companies have been approached in order to replace the equipment within the pool pump room. Currently 2 quotations have been received at this stage, with balances varying between \$4500 to \$7000.

NOTED that reviews are currently taking place on the quotations that have been received, and that a further request be made for another quotation.

6.7. Short Term Rentals

NOTED that ongoing discussion be held with the Brisbane City Council regarding the current short term rentals at the scheme.

6.8. Waterproofing – Lot 4 Courtyard

NOTED that quotations have been received towards the completion of the water proofing works to lot 4 courtyard, due to the quotations received, a motion to be included as part of the Annual General Meeting for the consideration of lot owners.

6.9. Cat Identified on Common Property – Lot 12

NOTED that a Conciliation Application has been lodged with the Office of the Commissioner for Body Corporate and Community Management following the unresolved breaches by the owner of lot 12 allowing the cat on the common property for the Body Corporate.

THAT the Body Corporate Committee for Bridgewater Gardens resolves to appoint the Strata Manager (Strata Dynamics) to represent the Body Corporate as part of the conciliation meeting with the Office of the Commissioner for Body Corporate and Community Management.

VOTES 7 YES 0 NO 0 ABSTAIN

7. NEW BUSINESS

7.1. Motions to AGM

THAT the Body Corporate Committee resolve to proceed with the inclusion of the following Statutory Motions as part of the Annual General Meeting for the Body Corporate.

1. Minutes
2. Insurance Confirmation
3. Financial Statements
4. No Audit
5. Appointment of Administrator
6. Administrative Fund Budget and Contributions
7. Sinking Fund Budget and Contributions

VOTES 7 YES 0 NO 0 ABSTAIN

7.2. Voting by Secret Ballot

NOTED that no further discussion was required.

7.3. Gardening Expense Recoveries

NOTED that since late 2019, the Body Corporate Committee have received no invoices for the completion of the hedge maintenance to a number of the ground floor units at the building.

NOTED that the committee discussed with the building manager regarding the receipt of the invoices to allow the Body Corporate to recover the costs associated with the maintenance attendance.

NOTED that R Warren and P Smith to discuss and work with the building manager in order to begin receiving invoices.

7.4. Body Corporate Insurance Renewal

THAT the Body Corporate proceed with the completion of the insurance renewal for the period of 31/03/2021 to 31/03/2022 via CHU at a total cost of \$26,006.92.

VOTES 6 YES 0 NO 0 ABSTAIN

7.5. Fob – Access Passes

NOTED that the chair of the Body Corporate raised concerns regarding the cost currently charged to residents and lot owners for the replacement of fob passes and keys. Members of the committee will be meeting with the intercom maintenance contractor in order to identify the cost price of replacement in order to identify a fair and reasonable recovery cost for the Body Corporate.

FURTHERMORE, the committee discussed completing a further review of the current fobs that have been provided through to residents with consideration to be made towards a full replacement and upgrade to strengthen our building's security.

7.6. Standard Regulation Module and CMS Revision

THAT the Body Corporate Committee resolved to proceed with obtaining advice and direction from Shand Taylor Lawyers towards the amendment of the Regulation Module from Accommodation to Standard, and that a revision of our CMS be included and put forward at the AGM.

VOTES 6 YES 0 NO 0 ABSTAIN

8. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next Committee meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, will be held at a date, time and location to be determined by the committee at a later date.

VOTES 6 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 5.50pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Stata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

BRIDGEWATER GARDENS

COMMITTEE MEETING

09TH FEBRUARY 2021

REPORT: BUILDING MANAGER

*Please refer to the paperwork/quotes provided for the complete and individual itemised list of all work to be carried out in the building.

4.0 BUILDING MANAGER'S REPORT

4.1 BUILDING CLEANING, REPAIR AND MAINTENANCE ACTIVITIES

FIRE SYSTEMS AUSTRALIA:

- 30-11-2020: The annual fire safety inspection of all lots and common property was completed.
- 09-12-2020: On-site
- 17-12-2020: Monthly Inspection and Test completed.
- 18-12-2020: Replaced (100mm alarm), waste and tested valve.
- 07-01-2020: On-site
- 12-01-2021: Monthly Inspection and Test completed.
- 15-01-2021: On-site
- 22-01-2021: Monthly Inspection and Test completed.
- 12-02-2021: Monthly Inspection and Test completed.
- 26-02-2021: On-site

NBN

- 17-12-2020: On-site

POOL

- On-going
- As of the 1-12-2020, a pool water sample will be taken, then delivered to and analysed by JC POOL SERVICES once a week.
A water analysis report will be provided weekly.

COURTYARD GARDENING ACCOUNTS

- On-going

INTERCOM

- Completed
- All are working and 0 complaints or maintenance required.

4.2 SECURITY INCIDENTS/CONCERNS

- 0 incidents or concerns.

4.3 INFRINGEMENT OF BY-LAWS

- LOT 12: A Cat was identified on common property.
On-going

4.4 LINE MARKING

- On-going
- Awaiting an updated quote and will forward the paperwork on to the Committee once received.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 STORAGE SHED WITHIN GARAGE – LOT 2

- On-going

6.2 ISOLATION VALVES WITHIN LOTS

- On-going
- Plumber had fallen ill and awaiting a reschedule for work to be carried out.

6.3 BUILDING MAINTENANCE PRIORITY REPORT

- On-going

6.4 PARKING VIOLATIONS

- 0 violations

6.5 MARINA GARBAGE BINS

- Completed

6.6 OPERATION AND MAINTENANCE OF THE SWIMMING POOL

- On-going
- As of the 1-12-2020, a pool water sample will be taken, then delivered to and analysed by JC POOL SERVICES once a week.
- A water analysis report will be provided weekly.

6.7 SHORT TERM RENTALS

- On-going

6.8 WATER PROOFING-LOT 4 COURTYARD

- On-going

6.9 CAT IDENTIFIED ON COMMON PROPERTY – LOT 12

- On-going

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

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BRISBANE, QLD 4001
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MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THE GROUND FLOOR MEETING ROOM, BRIDGEWATER APARTMENTS, 55 BAILDON STREET, KANGAROO POINT QLD 4169 29TH APRIL 2021

MEETING Declared open at 6:00pm

PRESENT	Walter Skulskyj	Lot 1
	Tania Mawbey	Lot 4
	Peter Smith	Lot 11
	Elliott Montgomery	Lot 19
	Richard Warren	Lot 20
	Peter Burow	Lot 21
	Ariano Cella & Rosali Ferreira	Lot 26
	Elizabeth Fysh	Lot 32
	Christopher Woolley	Lot 36
	Pamela Benton	Lot 38

IN ATTENDANCE Matt Simpson - Strata Dynamics

VOTING PAPERS	Debbie Davis	Lot 7
	Julia Zaprzala	Lot 20
	Anthony Rylands	Lot 31
	David Firrell	Lot 34
	Nada Morgan	Lot 37
	<i>(Corporate Nominee for Baisco Reserve Pty Ltd)</i>	

PROXIES Nil

APOLOGIES Nil

CHAIRPERSON The Chairperson declared the meeting open, delegating procedural duties to the Strata manager, Matt Simpson

QUORUM It was noted that a quorum was present

MOTIONS

MOTION 1 MINUTES
(Ordinary Resolution) Proposed by Committee

THAT the minutes of the last general meeting be confirmed as a true and accurate account of the proceedings of that meeting.

YES 12 NO 0 ABSTAIN 2 MOTION CARRIED

MOTION 2 INSURANCE CONFIRMATION**(Ordinary Resolution) Proposed by Committee**

THAT the Body Corporate confirms the insurance policies detailed in the Insurance Report as circulated with the agenda of this meeting.

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 3 FINANCIAL STATEMENTS**(Ordinary Resolution) Proposed by Committee**

THAT the financial statements, for the previous financial year be adopted.

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 4 NO AUDIT**(Special Resolution) Proposed by Committee**

THAT the body corporate's statement of accounts for the current financial year **not** be audited.

YES 5 NO 9 ABSTAIN 0 MOTION DEFEATED

MOTION 5 APPOINTMENT OF AUDITOR**(Ordinary Resolution) Proposed by Committee**

THAT if the body corporate's statement of accounts for the current financial year are to be audited, Sally Edwards of Business Logic Accountants be appointed as the auditor for the body corporate at an approximate cost of **\$990.00 including GST**.

YES 12 NO 2 ABSTAIN 0 MOTION CARRIED

MOTION 6 ADMINISTRATIVE FUND BUDGET AND CONTRIBUTIONS**(Ordinary Resolution) Proposed by Committee**

THAT the administrative fund budget of **\$145,464.00 + GST = \$160,010.40** be approved for the financial year ending 31 January 2022 and be levied by instalments as follows:

\$ per contribution lot entitlement	Levy period	Due Date
\$6.1313	01/02/21-31/05/21 (already struck)	01/02/21
\$6.5538	01/06/21-30/09/21	01/06/21
\$6.5538	01/10/21-31/01/22	01/10/21

FURTHER THAT, to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, Interim Administrative Fund Levies be determined pursuant to the Regulations as follows:

\$ per contribution lot entitlement	Levy period	Due Date
\$6.5538	01/02/22-31/05/22	01/02/22

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 7 SINKING FUND BUDGET AND CONTRIBUTIONS
(Ordinary Resolution) Proposed by Committee

THAT the sinking fund budget of **\$81,415.00 + GST = \$89,556.50** be approved for the financial year ending 31 January 2022 and be levied by instalments as follows:

\$ per contribution lot entitlement	Levy period	Due Date
\$3.4848	01/02/21-31/05/21 (already struck)	01/02/21
\$3.6415	01/06/21-30/09/21	01/06/21
\$3.6415	01/10/21-31/01/22	01/10/21

FURTHER THAT, to provide cash flow from the end of the financial year to the date of the next Annual General Meeting, Interim Sinking Fund Levies be determined pursuant to the Regulations as follows:

\$ per contribution lot entitlement	Levy period	Due Date
\$3.6415	01/02/22-31/05/22	01/02/22

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 8 APPOINTMENT OF STRATA MANAGER
(Ordinary Resolution – no use of proxies) Proposed by Committee

THAT the body corporate engages Strata Dynamics Pty Ltd as its strata manager for the supply of administrative services to the body corporate for a period of 1 year commencing on 1st May 2021 with remuneration set at **\$4,810.00 exclusive of GST** per annum calculated on the basis of **\$126.58 exclusive of GST** per lot per annum plus disbursements, the terms of which are stated in the agreement which has been circulated to members of the body corporate with this motion. Further that, the Chairperson or Secretary and any other committee member may execute the agreement on behalf of the body corporate by electronic means without the need of affixing the common seal.

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 9 LODGEMENT OF NEW CMS
(Special Resolution) Proposed by Committee

THAT in accordance with section 62(3) of the Body Corporate and Community Management Act 1997, the Body Corporate consent to the recording of a new community management statement for the purpose of amending the regulation module and replacing the existing by-laws with new by-laws in the form of the document annexed and marked "A".

YES 14 NO 0 ABSTAIN 0 MOTION CARRIED

MOTION 10 SAME ISSUE MOTIONS
RECTIFICATION AND REMEDIAL WORKS OF WATERPROOFING MEMBRANE TO GROUND FLOOR
PATIO AND COURTYARD AREA – LOT 4

MOTION A - WATERSTOP SOLUTIONS (QLD) PTY LTD
(Ordinary Resolution) Proposed by Committee

THAT the Body Corporate for Bridgewater Gardens Community Titles Scheme 17225 resolve to proceed with the acceptance of the quotation from Waterstop Solutions (QLD) Pty Ltd totalling \$60,117.20 including GST for the completion of the rectification and remedial works of the water proofing membrane to the ground floor patio and courtyard area of lot 4.

YES 14 NO 0 ABSTAIN 0 MOTION QUALIFIES

MOTION B - BUILDING SOLUTION BRISBANE
(Ordinary Resolution) Proposed by Committee

THAT the Body Corporate for Bridgewater Gardens Community Titles Scheme 17225 resolve to proceed with the acceptance of the quotation from Building Solution Brisbane totalling \$83,000.00 including GST for the completion of the rectification and remedial works of the water proofing membrane to the ground floor patio and courtyard area of lot 4.

YES 0 NO 14 ABSTAIN 0 MOTION DOES NOT QUALIFY

Of the qualifying motions, Motion A received the most ‘Yes’ votes and is therefore the decision of the body corporate.

THE FOLLOWING MOTIONS WERE SUBMITTED BY LOT OWNERS
Owner motions as received are included in the voting paper verbatim

MOTION 11 REPLACEMENT OF TILES
(Ordinary Resolution) Proposed by S. Milosevic of Lot 13
THAT new tiles in the side entrance (hall areas).

In lines with section 88 (1) (b) of the Accommodation Module, Motion 11 has been ruled out of order.

88. Power of person chairing general meeting to rule motion out of order.
(1) The person chairing a general meeting of the body corporate must rule a motion out of order if-
(b) for a motion other than a procedural motion for the conduct of the meeting, or a motion to correct minutes – the substance of the motion was not included in the agenda for the meeting.

Lot owners present at the meeting were invited to voice any objection towards ruling Motion 11 out of order, no objections were received at the time.

ELECTION OF COMMITTEE	Chairperson:	Peter Smith	Lot 11
	Secretary:	Pamela Benton	Lot 38
	Treasurer:	David Firrell	Lot 34
	Ordinary:	Darrin Thomson	Lot 15
		Elliott Montgomery	Lot 19
		Richard Warren	Lot 20
		Peter Burow	Lot 21

CLOSED

The meeting closed at 6:19pm

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

THE BODY CORPORATE FOR BRIDGEWATER GARDENS

CTS 17225

GPO BOX 5256
BRISBANE, QLD 4001
EMAIL: info@stratadynamics.com.au

PH: 07 3229 9185
FAX: 07 3229 8785

MINUTES OF COMMITTEE MEETING

Members of the body corporate for BRIDGEWATER GARDENS CTS 17225 are advised of a committee meeting of elected representatives as follows:

Date: 1st June 2021
Time: 4:00 pm
Location: Sonderklasse Lounge, Level 4, 300 Adelaide Street, Brisbane QLD 4000

1. ATTENDANCE

Present and voting:

Peter Smith - Chairperson
Pamela Benton- Secretary
David Firrell - Treasurer
Peter Burow- Committee Member
Elliott Montgomery - Committee Member
Darrin Thomson - Committee Member (Via Teleconference)
Richard Warren - Committee Member

It was noted that the above voting committee members were financial at the time of the meeting.

Present and not voting:

Matt Simpson - Strata Dynamics Pty Ltd
Wally Skulsky- Building Manager

Proxies:

It was noted that there were no proxies tabled for this meeting.

Apologies:

It was noted that there were no apologies tabled for this meeting.

Confirmation of a quorum

Those present noted that a quorum of the committee was present.

Meeting Chairperson

The meeting was chaired by Peter Smith.

2. CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

It was **RESOLVED** that the minutes of the committee meeting dated 23rd February 2021, be confirmed and accepted as a true reflection of the proceedings of that meeting.

VOTES 7 YES 0 NO 0 ABSTAIN

3. RATIFICATION OF RESOLUTIONS MADE OUTSIDE OF COMMITTEE MEETINGS

It was **RESOLVED** that the following record of minutes of vote taken outside a formal committee meeting be confirmed and accepted as a true reflection of the proceedings;

1. 20210303 VOC Minutes - CMS and Regulation Module Review

NOTED that a copy of the updated CMS is available upon request from the Strata Dynamics Office.

VOTES 7 YES 0 NO 0 ABSTAIN

2. 20210319 VOC Minutes – Conciliation Attendance 0177-2021

VOTES 7 YES 0 NO 0 ABSTAIN

3. 20210422 VOC Minutes – AGM Motions

VOTES 7 YES 0 NO 0 ABSTAIN

4. 20210423 VOC Minutes – Lot 12 Adjudication Application

VOTES 7 YES 0 NO 0 ABSTAIN

4. BUILDING MANAGER'S REPORT

4.1 Building Cleaning, Repair and Maintenance Activities - Ongoing

NOTED that Wally discussed the replacement of the pool filter to be considered by the committee as well as the continuation of the water testing as required. Additionally, Wally discussed the garden maintenance equipment that had been purchased and being applied as required.

4.2 Security Incidents / Concerns - Ongoing

NOTED that there had been a singular incident whereby a vehicle had been parked within an exclusive use vehicle space at the building in which the police had been contacted towards the removal / towing ability from the building.

NOTED that Wally had raised a concern regarding a singular incident whereby a vagrant was walking around the building, however, there have been no further reports of this event reoccurring.

NOTED that the Body Corporate Committee discussed a recent quotation received from Davas Group which included the improvement of the security system of the building and its video surveillance.

4.3 Infringement of By-Laws that have been observed by the building manager - Ongoing

NOTED that there had been no infringements sighted.

4.4 Line Marking – Building Manager to Arrange Quotations - Ongoing

NOTED that two quotations have been received, with further discussion to be completed between Peter Smith and the quoting contractors in order to resolve logistical issues including locations for vehicles to be parked whilst the lines marking is being completed.

ACTION: CHAIRPERSON

Darrin Thomson left meeting at 4.30pm

4.5 Appointment of Committee Nominee under Caretaker Agreement – New Item

THAT the Body Corporate resolve to appoint Peter Smith as the committee nominee to communicate with Wally regarding Body Corporate matters and further, that the following conditions are implemented towards the appointment of the Peter as the nominee.

- a) The Nominee would be the only person on the committee authorized to communicate with the Caretaker on Body Corporate matters;
- b) All requests for repairs or maintenance from the committee would be by email and include a detailed description of the work;
- c) The Nominee would be authorized to ask the Caretaker to seek quotes for minor maintenance and repairs;
- d) The authorization under the Caretaker's Agreement (Clause 5.3) to spend up to the Maximum Expenditure of \$500 be reinstated subject to the Nominee's agreement to each item;
- e) The Nominee will endeavour to ensure the Caretaker complies with the Caretaker's Agreement, but will not be in a position to certify their compliance;
- f) The Nominee will provide a brief monthly report providing an update of the status of significant non-routine activities.

VOTES 6 YES 0 NO 0 ABSTAIN

5. FINANCIALS

5.1 Financial Statements

It was **RESOLVED** that the financial statements as tabled be adopted and the expenses paid therein be ratified.

VOTES 6 YES 0 NO 0 ABSTAIN

5.2 Expenses for Ratification

It was **RESOLVED** that the following invoices for works completed already as approved by the committee be acknowledged and ratified.

•	23/02/21	Matthews Hunt Legal	Legal advice – lot 10	\$620.95
•	25/02/21	JC Pool Services	20ltr chlorine	\$28.80
•	25/02/21	P Benton	Reimburse. cab fare	\$38.43
•	01/03/21	JC Pool Services	20kg salt & 5ltr acid	\$34.25
•	01/03/21	Eric Hebron Architect Pty Ltd	Tender docs. etc – Lot 4	\$5,720.00
•	11/03/21	JC Pool Services	20ltr chlorine	\$28.80
•	11/03/21	JC Pool Services	20ltr chlorine, 5ltr acid, 20kg salt	\$63.05
•	11/03/21	JC Pool Services	20ltr chlorine	\$28.80
•	19/03/21	JC Pool Services	20ltr chlorine	\$28.80
•	19/03/21	JC Pool Services	20kg salt	\$32.00

•	19/03/21	Insurance Advisernet	CHU – Building insurance	\$26,006.92
•	30/03/21	JC Pool Services	20ltr chlorine, pressure gauge	\$67.75
•	30/03/21	Fire Systems Australia	Contract 1/3/21 – 31/5/21	\$1,181.68
•	30/03/21	Fire Systems Australia	Light & battery replacement	\$264.00
•	07/04/21	JC Pool Services	20ltr chlorine	\$28.80
•	13/04/21	JC Pool Services	20ltr chlorine	\$28.80
•	14/04/21	JC Pool Services	60kgs salt	\$48.00
•	15/04/21	Shand Taylor Lawyers	Legal advice re: CMS & bylaws	\$5,500.00
•	20/04/21	M Langdon – electrician	Repairs to pool path lights	\$170.00
•	20/04/21	Down Under Pumps	Call out – pump in c'taker's store	\$220.00
•	27/04/21	Fire Systems Australia	As per quote 210733	\$2,149.40
•	13/05/21	JC Pool Services	20ltr chlorine	\$28.80
•	13/05/21	JC Pool Services	20ltr chlorine	\$28.80
•	13/05/21	JC Pool Services	20ltr chlorine	\$28.80
•	13/05/21	JC Pool Services	20ltr chlorine	\$28.80
•	13/05/21	Amalgamated Locksmiths	Replace lock – pump room	\$425.00
•	20/05/21	Renew Life Lawn Mowing	Hedge trimming Lots 5 & 6	\$132.00
•	20/05/21	thyssenkrupp Elevator	Contract 1/2/21 to 31/4/21	\$1,303.70

VOTES 6 YES 0 NO 0 ABSTAIN

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Adjudication Order – 0105-2021 – Lot 2 - Ongoing

NOTED that the Adjudication Order has been received by the Commissioners Office.

NOTED that a copy of the Adjudication Order is available on the StrataMax portal for owners to review.

NOTED that the committee discussed the contents of the order as received including the future actions required by the Body Corporate Committee including actions as required to complete waterproofing works as required to the common property.

RESOLVED that the Body Corporate Committee authorise Peter Smith as the chair of the Body Corporate to make contact with the owner of lot 2 regarding the outcome of the adjudication and further towards discussing the progression in reaching an outcome.

VOTES 6 YES 0 NO 0 ABSTAIN

ACTION: CHAIRPERSON

6.2 Adjudication Application – 0584-2021 Lot 12 - Ongoing

NOTED that the application has been lodged along with the completion and payment of the associated fees. And further that the Body Corporate Committee await the outcome of the adjudication application prior to any further action being taken.

NOTED that the Body Corporate Committee discussed the application including discussion regarding potential likelihood of the results for the adjudication order.

6.3 Operation and Maintenance of Swimming Pool - Ongoing

As noted under item 7.2.

6.4 Waterproofing – Lot 4 Courtyard - Ongoing

NOTED that the waterproofing works have been scheduled to commence on June 7th. The owner has been supplied with a Notice of the works to take place.

RESOLVED that the Body Corporate Committee proceed with the quotation as received from The Tile Mob for the purchase of the replacement tile for the Courtyard of Lot 4 at a cost \$3,369 and further that a 10% deposit be paid.

VOTES 6 YES 0 NO 0 ABSTAIN
ACTION: TREASURER

7. NEW BUSINESS

7.1 Unit Fire Door Inspection Report – New Item

NOTED that the Body Corporate is in receipt of the Routine Activity Summary Report following the completion of the inspection by Fire Systems Australia. It has been identified that there are a number of defective matters raised mostly pertaining to door hardware that has been installed by lot owners or their residents.

RESOLVED that the Body Corporate prepare and issue correspondence to each of the individual lots raised within the Routine Activity Summary Report advising of the defective matter that has been identified including a requirement for attendance to be made to complete.

VOTES 6 YES 0 NO 0 ABSTAIN
ACTION: STRATA MANAGER

7.2 Quotes for Approval for New Pool Equipment– New Item

NOTED that the Body Corporate Committee discussed the quotations obtained towards the completion of the replacement pool equipment for the Body Corporate based on the quotations received.

RESOLVED that the Body Corporate Committee proceed with the quotation received from Poolgeeks totalling \$6,672 including GST, furthermore, that the approval be on the basis that Poolgeeks provide a maintenance schedule through to the Body Corporate as part of the installation of the pool equipment.

VOTES 6 YES 0 NO 0 ABSTAIN
ACTION: TREASURER

7.3 Appointment of Committee Nominee under Administrative Agreement – New Item

RESOLVED that the Body Corporate Committee appoint the Chairperson (Peter Smith) as the Body Corporate Nominee to act as the “appointed representative” as noted under section 8.1 of the Administration Agreement between the Body Corporate for Bridgewater Gardens and Strata Dynamics with the exception of any financial matters that will be communicated with by David Firrell as the Treasurer on behalf of the Body Corporate.

VOTES 6 YES 0 NO 0 ABSTAIN
ACTION: STRATA MANAGER

7.4 Highrise Telecoms – New Item

NOTED that the Body Corporate Committee discussed the current matter regarding the Statement of Claim between the Body Corporate and Highrise Telecoms. It was confirmed that Strata Dynamics have continued correspondence with Deloitte towards the Statement of Claim. It has been confirmed that the original Statement of Claim have been put on hold pending further discussions and negotiations with a commitment not to commence further proceedings without giving our clients at least 30 days' notice of their intention to do so.

FURTHERMORE it has been identified that there are current cases being reviewed within the NSW Courts that will provide indication to the likelihood of success for the Body Corporate should it be disputed.

7.5 Maintenance of Exclusive Use – New Item

NOTED that the Body Corporate Committee discussed the current arrangement towards the completion of cost recovery towards the completion of maintenance within the exclusive use courtyards for individual lots.

The Committee noted that there is no current obligation for the Caretaker to carry out maintenance within the designated exclusive use courtyard, however, the Body Corporate has obligations under the CMS to maintain and / or replant the gardens within the courtyards.

Under the by-laws, any reasonable costs relating to maintenance / replanting of the gardens within the courtyards would be recovered by the Body Corporate from the lot owner.

The Body Corporate Committee discussed the consideration and arrangement of a contractual agreement with a garden maintenance contractor to carry out the maintenance attendances to the exclusive use courtyards.

Peter Burow left meeting at 5.40pm
Elliot Montgomery left meeting 5.40pm
Elliot Montgomery provided proxy to Richard Warren
Wally Skulsky left meeting 5.40pm

7.6 Water Stop Quotations – New Item

NOTED that quotations have been received towards the completion of the waterproofing works at the building including the wall within the garage, Fire Stairs, balconies for unit 20 22 and 30.

NOTED that the Body Corporate Committee discussed and agreed that a review be completed on the quotations at the following committee meeting, as the waterproofing works completed by Waterstop will be completed for lot 4.

7.7 Lift Phone Implementation – New Item

NOTED that the Body Corporate Committee discussed the current quotation obtained from Thyssenkrupp towards the implementation of a sim card operated phone within the lift of the building. It has been identified by Thyssenkrupp that a sim card operated phone is required due to the implementation of NBN to the building.

NOTED that there will be a requirement to end the current service arrangement with MoreTelecom at the implementation of the updated phone line to the lift.

RESOLVED that the Body Corporate Committee approve the quotation from Thyssenkrupp towards the implementation of the phone at a cost of \$3000 plus GST, and further, that further discussion be held with Thyssenkrupp to negotiate a cheaper rate towards the provision of the Sim Cards required.

VOTES 5 YES 0 NO 0 ABSTAIN

ACTION: TREASURER

7.8 Arrears and Debt Recovery – New Item

NOTED that the Body Corporate Committee discussed the current standing of the dispute with the owner of lot 10 relating to maintenance charges for the exclusive use area for the Body Corporate. It has been identified that the owner has continued to make payments towards the quarterly contributions, therefore the outstanding balance to the property remains that of outstanding maintenance charges dating back to 2018.

RESOLVED that the Body Corporate Committee prepare and issue correspondence to Mathews Hunt Legal in seeking a detailed response from Mathews Hunt Legal

VOTES 5 YES 0 NO 0 ABSTAIN

ACTION: CHAIRPERSON

7.9 Building Maintenance Projects 2021 – New Item

NOTED that the Body Corporate Committee discussed the tabled Building Maintenance Projects lists as tabled at the meeting.

7.10 Building Capital Projects 2021 – New Item

NOTED that the Body Corporate Committee discussed the tabled Building Capital Projects lists as tabled at the meeting.

7.11 Suggested updates for Sinking Fund Forecast – New Item

NOTED that the Body Corporate Committee discussed the completion of a detailed review of the Sinking Fund Forecast with consideration towards the updating of the Sinking Fund Forecast in advance of the future Annual General Meeting for the Body Corporate. It was highlighted that recent unforeseen costs towards the waterproofing and other matters had not been identified within the current Forecast.

8. NEXT COMMITTEE MEETING

It was **RESOLVED** that the next meeting of the Body Corporate Committee for BRIDGEWATER GARDENS CTS 17225, be held on Tuesday 7th September, 4.00pm.

VOTES 5 YES 0 NO 0 ABSTAIN

CLOSURE:

There being no further business the Chairperson declared the meeting closed at 6:10pm.

CONTACT:

The Secretary
Body Corporate for BRIDGEWATER GARDENS CTS 17225
C/- Strata Dynamics Pty Ltd
GPO Box 5256
Brisbane QLD 4001

BRIDGEWATER GARDENS

COMMITTEE MEETING

01st JUNE 2021

REPORT: BUILDING MANAGER

*Please refer to the paperwork/quotes provided for the complete and individual itemised list of all work to be carried out in the building.

2.0 CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

NBN

- On-site

▪

COURTYARD GARDENING ACCOUNTS

- On-going and awaiting email.

4.0 BUILDING MANAGER'S REPORT

4.1 BUILDING CLEANING, REPAIR AND MAINTENANCE ACTIVITIES

FIRE SYSTEMS AUSTRALIA:

- 25-03-21: Monthly Inspection and Test completed.
- 22-04-21: Placed cap on the booster tap to stop leak.
- 28-04-21: Monthly Inspection and Test completed.
- 26-05-21: Monthly Inspection and Test completed
- Continuation of providing a water sample which is
- Then delivered and analysed by JC Pool service
- Once a week

4.2 SECURITY INCIDENTS/CONCERNS

- 0 incidents or concerns

- QUOTE: DAVAS GROUP
Technician to attempt to repair CCTV system.

4.3 INFRINGEMENTS OF BY-LAWS THAT HAVE BEEN OBSERVED BY THE BUILDING MANAGER

- 0 infringements observed.

4.4 LINE MARKING

- QUOTE: To be obtained

4.5 APPOINTMENT OF COMMITTEE NOMINEE UNDER CARETAKER AGREEMENT

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.3 OPERATION AND MAINTENANCE OF SWIMMING POOL

- Continuation of providing a water sample, which is then delivered and analysed by JC Pool Services once a week.

6.4 WATERPROOFING – LOT 4 COURTYARD

- On-going

7.0 NEW BUSINESS

7.1 UNIT FIRE DOOR INSPECTION

-

7.2 QUOTE/S FOR APPROVAL FOR THE NEW POOL EQUIPMENT AND WATERPROOFING

- QUOTE POOL EQUIPMENT: POOL GEEKS
- QUOTE WATERPROOFING: WETFIX WATERPROOFING

7.3 APPOINTMENT OF COMMITTEE NOMINEE UNDER ADMINISTRATION AGREEMENT

7.4 HIGHRISE TELECOMS

- On-going
- TKEA supplied an agreement in regards to SIM CARD supply. Paperwork provided.

7.5 MAINTENANCE OF EXCLUSIVE USE

- On-going

7.6 WATER STOP QUOTATIONS

- QUOTE: WATERSTOP SOLUTIONS (QLD) PTY LTD

7.7 LIFT PHONE IMPLEMENTATION

- QUOTE: THYSSENKRUPP ELEVATOR AUSTRALIA PTY LTD

A pool safety certificate is required in Queensland when selling or leasing a property with a regulated pool.
This form is to be used for the purposes of sections 246AA and 246AK of the *Building Act 1975*.

1. Pool safety certificate number

Certificate number: PSC0063261

2. Location of the swimming pool

Lot/s on plan details are usually shown on the title documents and rates notices

Street address:

10 GOODWIN ST

KANGAROO POINT QLD

Postcode

4

1

6

9

Lot and plan details:

9999/BUP/102316

Local government area:

BRISBANE CITY

3. Exemptions or alternative solutions for the swimming pool (if known and applicable)

If it is known that an exemption or alternative solution is applicable to the swimming pool please state this. This will help provide pool owners with a concise and practical explanation of the exemption or alternative solution. It will also help to ensure the ongoing use of the pool and any future modifications do not compromise compliance with the pool safety standard.

No disability exemption applies; No impracticality exemption applies

No alternative solution applies

4. Shared pool or non-shared pool

Shared pool



Non-shared pool

**5. Pool safety certificate validity**

Effective date:

1

5

/

0

7

/

2

0

2

0

Expiry date:

1

5

/

0

7

/

2

0

2

1

6. Certification

This certificate states that the pool safety inspector has inspected the regulated pool and is satisfied that the pool is a complying pool under the *Building Act 1975*.

I certify that I have inspected the swimming pool and I am reasonably satisfied that, under the *Building Act 1975*, the pool is a complying pool.

Name:

SAMUEL KOSTIUK

Pool safety inspector
licence number:

PS100610

Signature:

Other important information that could help save a young child's life

It is the pool owner's responsibility to ensure that the pool (including the barriers for the pool) is properly maintained at all times to comply with the pool safety standard under the *Building Act 1975*. Gates and doors giving access to the pool must always be kept securely closed while they are not in use. High penalties apply for non-compliance. It is essential that parents and carers carefully supervise young children around swimming pools at all times. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit www.qbcc.qld.gov.au/home-building-owners/pool-safety for further information about swimming pool safety. This pool safety certificate does not certify that a building development approval has been given for the pool or the barriers for the pool. You can contact your local government to ensure this approval is in place.

Privacy statement

The Queensland Building and Construction Commission is collecting personal information as required under the *Building Act 1975*. This information may be stored by the QBCC, and will be used for administration, compliance, statistical research and evaluation of pool safety laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the Building Act 1975. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

RTI: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

This is a public document and the information in this form will be made available to the public.