



PRECISE PSM
PROPERTY STRATA MANAGEMENT
MINUTES OF THE EXTRAORDINARY GENERAL MEETING
STRATA PLAN 6938
24 CLARKE STREET NARRABEEN

HELD AT 117 OLD PITTWATER ROAD BROOKVALE
ON WEDNESDAY, 4TH MAY 2016 AT 6.00PM

Proprietors Present:

Michelle Garland	(Lot 2)
Ken & Veronica Wilson	(Lot 4)
Keira Beilken	(Lot 8)
Bradley Hiron	(Lot 9)

Proxies:

Nil

Apologies:

Michael Gale	(Lot 7)
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In Attendance:

Jarrold Ling from Precise Property Strata Management Pty Ltd

Chairperson:

At the request of the owner's corporation, Jarrold Ling opened the Meeting at 6.10pm and declared a quorum was established.

(1) Minutes:

Resolved, that the Minutes of the last Annual General Meeting held on the 16th November 2015 were adopted.

(2) Outstanding Works:

Resolved, that the Precise PSM would arrange quotes for larger jobs and would arrange to repair smaller jobs i.e.

1. Painting external of building and internal common areas – three quotes being sort.
2. Slippery Foyer tiles – Quotes and suggestions for works to be notified to EC for approval. We are looking at anti slip treads on stairs, possibly sealing tiles with anti-slip sealer? Possibly put mats on the floor to reduce water and reduce slip issues.
3. Windows – new legislation says windows first floor and above must have child safety locks installed. Precise PSM to obtain quotes.
4. Driveway drainage grates broken and quotes to replace are being sort.
5. Garbage room gate hinge broken – to be repaired.

(3) Communication of Meeting Agendas, Minutes, Issue of Strata Levies:

Resolved, that the Owners Corporation, are happy to accept email correspondence. Should owners wish not to have this method, they are to inform Precise PSM.

(4) Debt Collection:

Resolved, that Precise Property Strata Management can arrange to use debt collectors to chase outstanding levies that are due for over 30 days and more than \$250.00, if required.

(6) General Business:

- I. Tradesman – it was confirmed that current Gardeners & Cleaners will continue to work onsite. For other trades Precise PSM are able to use their own tradesman.
- II. Visitor parking & Common Areas – It was discussed that various occupants have been parking illegally on common property and in visitor spaces. To keep it clear for all occupants, visitor parking is temporary parking for non-permanent guests, occupants are not to use visitor parking spaces. It was also discussed that no cars can park on the driveway for any period, it is not an allocated parking area and thus causes issues for others to get in and out of their garages. If your garage is full, you have to park on the street.

There being no further business the Meeting was closed at 7:05pm.