

**MINUTES OF EXECUTIVE COMMITTEE MEETING
Community Association NO. 270417
HELD ON 19th MARCH 2018 AT 7:00 PM
AT TWIN CREEKS GOLF & COUNTRY CLUB,
336-487a LUDDENHAM RD, LUDDENHAM**

OPENING: The meeting was declared opened at 7:08 PM

MEMBERS PRESENT IN PERSON:

Tristan Opie
Craig Long
John Williams
Caterina Tribbia
Diane Hofland

IN ATTENDANCE:

N Doran – All Suburbs Strata Management
G Martin – Twin Creeks Golf & Country Club
V Collins – Clean Green Strata
The Owners of Lots 35, 68, 119, 201 & 307

CHAIRMAN: C Long

QUORUM: A quorum was declared present

BUSINESS:

1. **Resolved** that the minutes of the last committee meeting were confirmed and adopted.
2. **Resolved** that the committee were updated on the current Financial Status of the Community Association including the collection of levy arrears. Clarification was requested about the Revenue on the Income and Expenditure Statement:
Levies Due—Admin refers to the amount levied and accepted in the Budget and is an Accrual figure. It does not indicate the actual amount of levies received.
3. **Resolved** that the committee received the Caretaker report from Clean & green Strata and an overview of the estate maintenance was given by Victoria Collins who is satisfied the estate has been maintained to a high standard and reported the following:
 - February was relatively dry which had an adverse effect of gardens and turf. The committee had agreed to purchase water in conjunction with the golf cub however this was not necessary as the estate received adequate rainfall in early March.
 - The caretaker now has all keys to community facility and tennis court. All booking requests must be done via the MYBOS system. VC has provided an update of the booking process with a link to the MYBOS system. DH will update the details on the community website and notify the community of the process via social media.
 - Currently the tennis court keys are accessed via a key box. VC will email the key code to the resident on booking request. VC intends to change tennis court access to

be via a combination padlock in a few weeks and will notify the committee once this has been done.

- New notice board has now been received by Twin Creeks Maintenance. This will be put in place by end of the week.
4. **Resolved** that a bond of \$250.00 will be applied to the Community Facility hire in addition to the \$250.00 hire fee.
5. **Resolved** that the following matters were considered and discussed:
- (i) **Sub- Committee Reports**
- (a) **Special Projects:**
- i. Fences around pool and playground have been installed and are now complete.
 - ii. Locks and alarms on pool gate are installed and operating with positive results
 - iii. Night lighting has been installed and is now complete
- (b) **Gardening:**
- i. Budget is available for implementation of gardening projects previously put forward including planting of carpet roses or similar in front garden beds. GM to review previous quotes and reissue quotes to CT and RB for discussion at next committee meeting.
 - ii. It was suggested that new planting can take place in autumn. To be confirmed following acceptance of new project quotes.
- (c) **Design Review Process:**
- i. A new design review process was suggested by the committee where by all applications can be submitted via the Golf Club administration office. GM / DH to refine the process and implement a register / log to track progress once received and submitted to Murray Naylor.
 - ii. It was suggested that a tiered fee structure be implemented dependent on the type of plan submitted for review (i.e pool, landscaping or dwelling). DH to speak with Murray Naylor to confirm fee structure.
- (ii) **Sewer Treatment Plant**
- i. Brandster Services contract has been terminated. New contractor is WGR (Water Gas Renew). Costs incurred under the new maintenance contractor WGR, will apply until commencement of the STP upgrade work at which time maintenance will be standard as part of the warranty and cost is part of the build.
 - ii. The Tri-Party agreement has now been signed and the STP upgrade can progress. Awaiting confirmation of commencement date. The upgrade is expected to take approx. 8 months from commencement.
- (iii) **Community pool hours**
- i. That the community facility pool hours be changed to match the tennis court hours which are 6am – 9:30pm.
 - ii. DH to instruct TC Maintenance to change pool access hours.
- (iv) **Street Scape update**
- i. A new street scape program was submitted to the original developer of the estate for approval. The program is expected to be endorsed

shortly however work has commenced on Comargo Lane and will continue for a period of 9 months.

- ii. It is anticipated that work will be completed by 31 December 2018 however this will be strongly weather dependant.
- iii. Discussed issue relating to leaking irrigation pits on Portrush. JW advised the Pit needs to be terminated and isolated and will contact the new contract from WGR to action this.

Other Business

(a) Social Media

- i. That a new social media page be implemented for use by the community association to act as an official channel of the communication with the community.
- ii. DH will work towards informing residents of the new platform as quickly as possible. Only residents who have been identified by lot number under the strata scheme will be accepted to join the Twin Creeks Community Association closed group.
- iii. Once live, notification of the new page will be via the existing resident's Facebook page and the website.
- iv. A social media policy will be developed and made available on the community website.

(b) Matters of non-compliance

- i. The care taker has begun documenting matters of non-compliance in the MYBOS system and has taken action on some existing cases with the removal of waste from illegal dumping and a vehicle parked on common property.
- ii. TO is in communication with solicitors regarding how to properly handle matters of non-compliance as these are not simple to deal with. This will be further discussed following legal advice at the next committee meeting.
- iii. ASSM has sent out letters of non-compliance to lot owners as cases have arisen including requests for lot owners to ensure their lot is maintained and long grass to be mowed. Offending properties have been given notice to advise their lot will be slashed at their expense if not maintained to an acceptable standard.

(c) Executive Committee position vacancy

- i. The committee has accepted a resignation from member Tim Madden and there is a casual position on the executive committee for any resident wishing to join.
- ii. Notification will be made via the resident's website and social media platform.

The meeting closed at 8:30 PM