



**MINUTES OF ASSOCIATION COMMITTEE MEETING  
COMMUNITY ASSOCIATION DP NO. 270003  
Raleigh Park, Kensington**

An Association Committee Meeting of Community Association DP **270003** was held on Wednesday, the 19th of April 2023 commencing at 5.00 PM in the Community Hall, onsite.

**Present:**

Marilyn Hauptmann	- (DP 285021)
Dot Crisford	- (DP 285020)
Diana Szetu	- (DP 285055)
Alf Chen	- (DP 285100)
Andrew Heading	- (DP 285263)
David Park	- (SP 49142 – Innisbrook)
Penny Graham	- (DP 285253)

**Apologies:** Nil

**In Attendance:** Jonathan Hoang (Clisdells Strata Management), Chris Kontis (ResiPM), Cath Ellis, John Chase, Nick Coroneos, Ivan Flax, Wayne Marks, Vicki Park, Robert Hulme and Tony Buchanan.

**Chairperson:** Dot Crisford

**Minutes of the meeting:**

- Minutes:** **RESOLVED** that the minutes of the previous Association Committee Meeting held on 15/12/2022 be accepted.
- Community Association Updates:** **RESOLVED** that the Association Committee be provided an update on the following matters:
  - Remedial work on Balfour Road steps. Consideration of quotes. Received two quotes so far for the remediation works of the stairs. Quotation from National Building Maintenance (NMB) \$169k plus GST and second quote from Francis Constructions \$190k plus GST. Works to cover 90-100 SQM, retaining wall running from Brompton all the way to Balfour. Estate Manager awaiting another 1-2 quotations within next week or so.
  - Discussion of quotes to prune the pear trees on Brompton Rd. Three quotations received so far from arborist to prune back pear trees which are around Brompton Road. Looking at roughly 100 trees. Quote Wolf Tree and Gardens \$13,200, East side tree services \$12,000 and A1 Arborist \$6,000.00 inc GST.

It was **RESOLVED** to proceed with the A1 Arborist quotation totalling \$6,000.00 inc of GST.

- **Turnberry car park. Update on response to Turnberry**  
*The Association Committee has reviewed this matter in detail and provided two responses. Following these engagements, the Car park is empty now and gardener no longer occupying a spot. Turnberry working cooperatively with CA. There are 5 spaces reserved for the for-Tennis Players. Turnberry has visitor spaces nearby.*

*Robert has made a request that when a booking is made on the tennis booking website, on the introductory page there are tennis club rules. Request to add information regarding the 5 spaces available to players and not to use the Turnberry Visitor Carapaces. It was **RESOLVED** to add this information onto the website, Robert to provide the wording and discuss with Estate Manager to upload.*

- **Tennis court lights. Consideration of alternative suggestions for repair of non-functioning lights.**  
*One of the Tennis Court flood lights failed 6 months ago. The Estate Manager has gone back to original installer who advised this is not a replacement issue but repair work. Repair work requires pulling the failed fitting, sending it in for repairs and reinstall. Since then, a further 4 flood lights have failed. The Association Committee believe it is a manufacturing fault and that it should fall under replacement under the warranty terms.*

*Estate Manager organised a third-party opinion who has advised Oxidisation of light pins causing issue. The provided a quotation for the cleaning of pins and lubrication totalling \$2,600, or remove and take to factory for repairs and reinstall for \$3,000. Lights were installed in May 2018. It was **RESOLVED** that the Managing Agent issue a letter of demand to the installer IWS to replace the lights under warranty, if the Association Committee may take further action.*

- **Sherwood Pool shade umbrella. Consideration of quotes**  
*Sherwood pool shade is now fixed. The cable was damaged and Contractor installed new cables. New umbrella, trying to get same make and model. Unfortunately, the model is no longer manufactured in Australia. \$23 480 for cantilever umbrella 5m x 5m. Estate Manager seeking another quotation.*

- **Irrigation of verges. Discussion of possibilities and time-line.**  
*Some sections of the nature park do not have irrigation installed. Estate Manager has discussed with Michael – the gardener regarding installing additional irrigation. New Irrigation will be between 1- 17 Brompton. Take from Bore Water to the irrigation system. Works will not involve digging any roads, as it will be installed underneath.*

- **Audit of electricity usage; brokerage fees. Discussion of cost/benefit and analysis of current charges.**  
*Association Committee discussed it will not go with an independent contractor to tender. Estate Manager has rang AGL who confirmed the current contract expires on 8th of July.*

3. **2 York Place:** Association Committee is quite concerned with the balcony and it falling forward. The owner has installed poles to secure the balcony but it is not in keeping with the Architectural Standards of the Association, it looks bad and will need to take further action.  
  
It was **RESOLVED** for the Managing Agent to issue a breach notice to the Owner and send a copy to their solicitor.
4. **Gardening:** **RESOLVED** that the Association Committee endorse consideration of tender document for renewal of contract for gardeners. Estate Manager in process of developing specification and scope of works documentation. Should be ready within next 4 weeks for Subcommittee to review. Once documentation is endorsed, we can head to tender. Current Gardening Contract expires on 30th of September.
5. **Pool Works - Glass Doors at Tennis Court Pool:** **RESOLVED** that the Association Committee engage a suitably qualified Pool Certifier to approve a door handle for exiting Racquet Club pool.  
  
Works will involve putting a handle on the inside panel of the door which currently is not there making the door difficult to use for residents. A lot of contractors do not want to put hand up as it may create issues with pool compliance. 'Certify Your Pool' engaged by Estate Manager to investigate the glass gate and provide solution.
6. **Risk and Safety Report:** **RESOLVED** that the Association Committee does not to seek a Risk assessment/Safety Report for common areas and shared facilities.
7. **Gratuities:** At the last Association Committee meeting, the members had a lengthy conversation regarding the issuance of a Gratuity of \$500.00 for Chris – Estate Manager and Michael – Head Gardener for their outstanding work, and works that were above and beyond their duties. It was discussed that future gratuities be added to the next General Meeting of the Community Association General Meeting to be voted on  
  
**RESOLVED** that the Association Committee approve the payment of \$500 each to the Estate manager and the Head Gardener, in December 2022, in recognition of work done beyond that required.
8. **Contract with JLL for services of the Estate Manager:** **RESOLVED** that the Association Committee formally accept the contract provided by JLL for the services of Estate Manager.
9. **Cm3 Evaluation of Contractors:** **RESOLVED** that the Association Committee does not to engage the services of Cm3, with respect to evaluation of contractors.
10. **Financial Reports:** Community Association Account:  
Financials as distributed month ending 30<sup>th</sup> of March, all expenses are within budget. Currently operating in a surplus of \$36k in the Administrative Fund and 36k in the Capital Works Fund. Administrative fund is tracking to budget, opening balance of \$168k and closed with a balance of \$204k.

Capital Works Fund opened with a balance of \$323k closed with a balance of \$360k. Reason for surplus, works provided or pending has not been done or finished.

Term deposit mature and have rolled over to get better interest.  
All levies are paid no arrears.

Pool Account:

Most expenses in line with budget.

There is \$43k in the Administrative Fund and \$203k in the Capital Works Fund.

**RESOLVED** that the financial reports as tabled be adopted.

**11. Estate Manager Reports:**

**RESOLVED** That the Estate Manager report be tabled and adopted.

- Some filming for a TV show done onsite. Community Association was paid \$3,000 fee for use of the Estate. As film ran 30 minutes late, \$500 additional payment was made.
- Wheel stops on car park on York Place and Link Park to prevent vehicles from parking over the new gardens and grass. It will be timber sleepers.
- Clean all stormwater pipes and debris.
- Touch up works on street light poles.

**12. Other Business:**

Tennis Online Booking System

- William Bowrey has advised he wishes to stop the services he has been assisting over the years for the tennis online booking platform and would like to hand it back over to the Community Association. The Community Association will discuss offline on how to take over management of the platform.
- The Association Committee would like to minute its appreciation and thanks to William Bowrey for his assistance throughout the years.

**Next Meeting**

**Resolved** that the Association Committee will hold the next Committee Meeting on the 25<sup>th</sup> of May 2023 commencing at 5.00PM, in the Community Hall, onsite.

There being no further business, the meeting closed at 6.02 PM