

items to reduce the risk of theft, such as a delivery notification and signature or arranging for delivery to more secure locations such as work, family or friends, Post Offices, or Australia Post parcel lockers.

5.7. Unit 59 – Storm Damage Insurance Claim. On 10 April 2026, the owner wrote to the Committee advising that their CHU insurance claim had been declined. The declination letter indicated CHU had accepted that the damage to their bedroom window and internal door had resulted from a sudden and accidental insured event and their claim was otherwise within the scope of the Owners Corporation's insurance policy with CHU. However, as the total value of the claim (\$3,649 including GST) did not exceed the policy excess of \$5,000, there was no insurance payout due under the policy and the claim was declined.

The owner asked to attend the meeting. Speaking to the Committee, they expressed concern that the OC's policy excess was too large for individual owners to bear under a private building insurance claim. He also requested that the Owners Corporation meet the cost of these repairs as the damage was covered under the OC's building insurance policy.

The Strata Manager advised that building repairs and insurance claims are quite separate issues. Pursuant to Section 24 of the Unit Titles (Management) Act 2011, the responsibility for unit repairs rests solely with the lot owner. This obligation is not influenced by insurance cover or an unsuccessful claim.

In confirming this advice, the Committee noted that:

- Owners are responsible for the repair and maintenance of their private property. Owners are required by law to maintain their units in good condition.
- The ability to make an insurance claim (whether successful or not) does not shift this repair and maintenance obligation back onto the Owners Corporation.
- The Owners Corporation is responsible for the repair and maintenance of common property.
- The Ivy's building insurance policy covers the whole building, including private and common property, and owners are entitled to claim for sudden or accidental damage to their unit.
- If a building insurance claim is successful, the Owners Corporation is required to pay the excess on the claim, as legislated under the Unit Titles Management Act (UTMA), and the insurer pays for the repairs.
- If a claim for private property damage is unsuccessful, the unit owner remains responsible for the repairs to their property.

The Committee agreed to circulate an information note to all owners, based on the above, so there is a better understanding of our building insurance arrangements.

5.8. Unit 78 - Possible Insurance Claim. The owners of Unit 78 have previously advised the Committee that they wanted to submit a building insurance claim for the water damage that affected their unit late last year. However, they have decided not to proceed in light of CHU's recent advice declining valid claims that are less than the policy excess (item 5.7).

The Committee noted that Unit 78 owners had raised similar concerns to those raised in item 5.7 regarding a high excess (\$10,000 for water damage) becoming a barrier to owners being able to submit a successful insurance claim for their property damage. The Committee agreed to include additional advice in the information note to be circulated to all owners.

5.9. Unit 116 – Possible Insurance Claim. The Committee was advised on 23 March 2026 of damage within Unit 116 resulting from a slow, progressive leak in their bathroom area, with the cause eventually being identified as a leaking sewer stack pipe in the wall cavity.

The owner had originally arranged for Milin's maintenance manager to inspect a potential water leak in March 2025. He was advised by Milin to monitor the situation as the source couldn't be identified.

The owner arranged for Water Tight to conduct a shower leak test on 20 February 2026. On 19 March, Water Tight were finally able to localise the source of the leak to the sewer stack in the wall cavity behind the laundry sink. With the Committee's agreement, Bright & Duggan issued a work order for these repairs and Spec Services was engaged on 27 March to decontaminate the area on a "do and charge" basis.

On 19 April 2026, the owner provided detailed documentation to support a possible insurance claim. He estimated the remediation bill at \$15-20,000, subject to final quotes. As the source of the leak is on common property, the owner has asked the Owners Corporation to cover the repair bill, including to reimburse him for the shower leak test.

The Facilities Manager has advised that a stack leak is not a structural repair and was not covered by Milin's six-year structural warranty. The Strata Manager confirmed at the meeting that these repairs are an Owners Corporation (OC) responsibility as the sewer stack is part of common property.

Following discussion, in accepting OC responsibility for these repairs, the Committee agreed:

- The owner is to be reimbursed for the shower leak test (Invoice #40485A of 20 Feb 26 for \$539.20, including GST) and authorised Bright & Duggan to make the payment.
- The OC will meet the subsequent repair bills from Water Tight and Spec Services when the invoices are received and authorised Bright & Duggan to make these payments.
- With assistance from the owner, the Committee will lodge an OC insurance claim and seek CHU's confirmation this damage is covered by our building insurance policy and CHU's assessment of the scope and costs of the building repair work.
- The Committee will also seek independent quotes for this building repair work.
- Once all outstanding invoices and repair quotes have been obtained, the Committee will consider out-of-session whether an insurance claim is in the best interests of the Owners Corporation (in terms of its likely impact on excess levels or on premiums) or whether the repairs to Unit 116 should be handled directly by the Owners Corporation.

The Committee noted that the Owners Corporation will pay the policy excess (either \$5,000 standard excess or \$10,000 water damage excess) on the insurance claim if it proceeds. Otherwise, the Corporation will meet these building repair costs directly.

The Committee requested the Strata Manager to respond to the owner's email of 25 March advising them of this decision and to advise the owner that personal contents, such as reported damage to the carpet in the owner's bedroom, would not be addressed as part of the building remediation work and they should consider lodging a private insurance claim against their contents insurance policy (if they have one).

5.10. Pool Chlorinator Cell Electrode Replacement. The Committee received a quote from Total Pools on 8 April 2026 to replace the two EQ45 electrodes on the pool chlorinators due to wear and tear (QU0389 of 12 Feb 26 for \$3,193.94 ex GST). Total Pools reported a sizeable build-up on the titanium plates (photos provided). They have since cleaned the plates but advise they are not producing the expected levels of chlorine.

The Committee noted this quotation raised several issues that it has already started to address:

- Ivy pool asset replacement dates haven't been accurately tracked, making it difficult to determine if failed assets are within manufacture warranty.
 - An extract of the Ivy master asset register has been created to more accurately track the key pool equipment assets such as pumps, filters and sanitiser equipment. Total Pools have agreed to start applying stickers on equipment with replacement dates to better track individual pieces of equipment.

- Both chlorinator cells were recently replaced – one in December 2024 and the other in January 2025. Astral Pool’s website documentation indicates that chlorinator cells have a three-year warranty.
 - Total Pools advised the Building Manager that the chlorinator cells have an operational life of 10,000 to 15,000 hours (only 1-2 years).
 - As the Committee’s request, the Building Manager asked Total Pool to confirm the chlorinator cell warranty with Astral Pool. Subsequent to the meeting, Total Pools provided the manufacturer’s advice that the three-year warranty only applies in a private, residential setting (where chlorinators are not run 24 hours a day). For commercial use, a one-year warranty is applicable.
- Online information indicates that chlorinator cells, even ones advertised as self-cleaning, require regular cleaning to remove buildup on the cell plates. It appears that this hasn’t been occurring.
 - The Building Service Agreement for the pool maintenance contract (item 5.11) has been updated to include a specific requirement for regular inspection and cleaning of the chlorinator cells.

Committee members were also concerned that the Total Pools quotation for cell replacement (\$1,514.47 ex GST each) appears excessive. This is a sizeable mark-up on cells available over the internet with free delivery (an online review indicates a current market price around \$1,250 ex GST). The Building Manager has also advised that one of the cells is still in reasonable condition.

The Committee asked the Building Manager to query the quote provided by Total Pools noting the issues identified above.

5.11. New Pool Cleaning Contract. The Committee agreed at its March meeting to accept Total Pool’s contract proposal for one site visit per week for both the indoor and outdoor pools and the spa. This offered a fixed rate of \$220 ex GST per visit (\$11,440 ex GST per year), with no time limit on this weekly service. Total Pool’s current contract expires on 28 April 2026.

As requested, the Secretary has updated the 2026-27 Building Service Agreement (BSA) with these details (maintaining our preference for a Friday service). The proposed Schedule of Work was confirmed with the Building Manager, adding in a monthly check of the pool chlorinators and clean as required (item 5.10) and referencing the two existing requirements in Schedule A for a quarterly Service Report (previously monthly) and an annual Asset Condition Report (in April 2027).

The Committee asked the Strata Manager to forward this new one-year BSA to Total Pools for their signature and authorised the Chair to sign on the OC’s behalf (with the B&D work order to be prepared on completion).

As the Committee is anxious to monitor the effectiveness of this new weekly service, the Building Manager is asked to ensure that Total Pools does perform the agreed Schedule of Work (Schedule B) at each weekly visit. The Committee noted that any occasional cleaning of either pool by the Building Manager or Ivy owners is intended to complement this pool maintenance service, not replace it.

5.12. Sinking Fund Plan. The 7th AGM last November instructed the Committee to obtain an updated Sinking Fund Plan in 2026, for consideration at the next AGM.

The Committee noted that work has begun on preparing the necessary support documentation. The Asset Register has been updated and a detailed schedule is being prepared to capture the source data needed for input into this planning process. The Committee’s aim is to have more control over the preparation of our Sinking Fund Plan so that better projections can be made of future revenue and expenditure streams.

The Committee agreed to continue this preparatory work over the next few months. The Facilities and Building Managers will be asked to contribute their expertise when next we meet with them in May.

5.13. Weights Gym Equipment. The Body-Solid Cable Crossover weights machine was damaged by two individuals (believed to be guests or visitors of an Ivy resident) on 23 March when the unit was tipped over, bending the weight stack guiderails. GymQuip has advised they can either decommission the equipment or order replacements for the guiderails with a six-month delivery timeframe.

The Committee noted the Building Manager's recommendation is to decommission this equipment as it takes up a lot of space and there are other machines in the gym that can be used to conduct most of the exercises that the crossover machine supports. While this is the Committee's initial preference, the Building Manager was asked to explore with GymQuip if the guiderails can be straightened instead of replaced, and to obtain quotes for these options so that the cost-effectiveness of repair can be assessed.

5.14. Damaged Garbage Hoist. The Committee noted the damaged garbage hoist is still not functional. Maiden Cleaning will be covering the initial cost of these repairs before passing the invoice receipts onto their insurer. Southwell Engineering has provided a quote for reinstallation and commissioning of the hoist shutter and Maiden is seeking a second quote for repairs to the damaged wall.

Committee members were concerned at the continuing delays, the lack of clarity about when the hoist will be repaired and the temporary arrangements for the garbage bin collection which are not satisfactory. The Strata Manager was authorised to advise Maiden Cleaning that they have 14 days to commence these repairs, otherwise the Committee will direct the Building Manager to arrange completion of the repairs and recover the costs from Maiden.

5.15. Water Hum/Hammer. There are recurring issues of water hum/hammer in some areas of the complex. The Building Manager carried out a door drop on 23 March on levels 2, 3 and 4 of the eastern wing of the South Tower. One resident was able to assist and a work order was issued to Water Tight on 26 March to address.

The Building Manager relies on advice from residents to help localise these noises if the sounds are heard after hours. Residents need to be alert when water hum/hammer is occurring and are asked to assist the Building Manager locating any instances.

If residents are aware or suspect that their unit is causing water hum/hammer, they are asked to report it to the Building Manager (ivyfm@pointfs.com.au) and to avoid triggering the noise in the quiet hours (10 pm to 7 am) by not using showers, washing machines or flushing toilets etc.

5.16. Community Room Kitchenette. At its last meeting, the Committee asked the Building Manager to obtain quotes from other plumbing/drainage firms for this work (in addition to Water Tight). A more competitive quote was received from Canberra Plumbing and Fire on 20 April 2026 and Level Plumbing and Venture Plumbing have also been invited to quote. The Building Manager is asked to expedite these quotations so the Committee can take a decision out-of-session.

Post Meeting Note. The Committee received a third quote from Level Plumbing on 22 April (#198643 for \$9,089.98 ex GST). As this was the most competitive quote and Level Plumbing had fully documented and itemised its quote, the Committee unanimously agreed to accept it out-of-session and authorised Bright & Duggan to issue the work order.

The Building Manager was asked to include both Level Plumbing and Canberra Plumbing and Fire on our list of preferred plumbing and drainage contractors for future reference.

5.17. Garden Maintenance.

At the Committee's request, the Building Manager has identified irrigation system PVC covers/boxes to protect the exposed irrigation pipes/fittings in the garden beds. The Committee agreed to purchase 18 covers and asked the Building Manager to arrange this with Luxe Horticulture.

The Building Manager has advised the Committee that the large white planter pot inside the pool enclosure, nearest the BBQ area, has continued to deteriorate to the extent that it is not repairable. Committee members noted a second large planter pot is also starting to crack and the one at the far end

of the pool enclosure continues to have a problem with drainage. The degradation is likely due to the pots not having an internal waterproof coating, resulting in moisture seeping into the Glass Reinforced Concrete (GRC) and causing the cracking.

The Committee agreed a longer-term solution is required. Like-for-like replacement is problematic given their size (1500mm), weight (250kgs) and cost. The quotation for a single pot previously provided by the original supplier (Quatro Design) in 2024 was \$4,279 including delivery, so the total cost of replacing the four pots would likely exceed \$20,000.

The Committee asked the Building Manager to explore other options including the possible purchase of lighter aluminium pots or the purchase of smaller white pots to match those outside the pool area. The Committee's preference is not to reuse the olive trees in the pool area, given their shedding of flowers and fruit, and will look at other options.

5.18. OC Rules - Warning Notice. The Committee was advised that 3 teenagers were causing significant disruption on 9 April, riding scooters inside the complex and challenging other owners. The Committee agreed to issue an OC Rules Warning Notice to the relevant unit.

5.19. Improvement Proposal - WiFi in Community Room. Committee members noted that progressing a solution for better internet access in the Community Room (mobile phone reception intermittent) is important given higher usage of the area by Ivy community groups and the Committee for our regular meetings.

The Committee asked the Building Manager to chase up quotations from suitable communications/data cabling companies for a hardwired WiFi connection point in the Community Room.

6. MATTERS FOR NOTING

6.1. Quarterly Levy Contributions. Third quarter 2025-26 levy contributions are due on 1 June 2026. Bright & Duggan circulated a levy reminder notice to all owners on 15 April.

Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305). Accounts do not go legal (and 10% per annum interest is not charged on overdue accounts) if an approved payment plan is in effect.

6.2. Front Pedestrian Walkway. The Building Manager has advised that Milin have saw cut the raised areas on the cobblestone pathway and are planning to replace the pavers and widen the expansion joint to prevent this happening again. A cover plate to protect the expansion joint is also being considered.

6.3. South Tower Curtain Wall. There have been no further leaks in the South Tower curtain wall since Taylors Windows attended in November, despite some recent heavy downpours. The situation is being monitored.

6.4. West-side Perimeter Gate. Point FS has been contracted to provide a metal grille across the entry gate and fenceline to improve security (replacing the current Perspex). The work should be done later this month.

6.5. Sauna. The sauna is currently operational and tested daily by the Building Manager. There has been a problem with the sauna timer being two hours duration, longer than necessary. The timer has been reset to a maximum of one hour. The sauna can also be turned off after use by pressing the operating button again.

The Committee noted that repairs needed to the sauna bench tops and bracing have not progressed, as previous quotes were excessive. The Building Manager is requested to obtain quotes from other handymen/tradesmen with the appropriate skills for the woodwork repair required.

6.6. Accessible Bathroom Facilities. Point FS installed stainless steel kickplates on the doors to the accessible bathroom on 2 April. Painting of these doors will be done later in the year as part of the Higgin Coatings contract for 2026.

6.7. Pool Lawn Irrigation and Pool Signage. The work orders to upgrade the irrigation system in the pool lawn area and improve signage around the pool area were issued on 20 March.

6.8. Annual Pest Spray and Window/Balustrade Clean. ABS Facades carried out the annual pest spray of inaccessible windows, South Tower curtain wall and ground floor common area glazing on 9 April. The spray that was used is not harmful to pets. ABS Facades also commenced the annual clean of these façade windows and external balustrade glass on 21 April.

6.9. Annual Carpet Clean. Transform Carpets will be doing their contracted 6-monthly clean of all hallway carpets and rugs from 28 April to 8 May 2026. The Committee asked the Building Manager to request Transform Carpets include the Community Room carpet in the clean and to steam clean the foyer and library area lounge chairs.

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting closed at 11.23 am.

8.2. The next EC meeting is scheduled for Tuesday, 19 May 2026.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

Maintenance Works or Building Activity Completed

- Double glazed floor to ceiling glass pane rectification - Taylors Windows
- Drafting of balustrade information notice - BM
- Completion of annual fire testing - CEFA
- Isolation of FIP for basement 2 concrete grinding works on 13/4 - CEFA
- March 2026 lower roof service report - AM & DM
- Monitor handle sets on entry/exit ground floor doors - BM
- Fire Control Room barrel replacement - BM
- Removal of sheet from pebble roof - BM
- Indoor pool pump replacement - Total Pools
- Inaccessible window / ground floor glazing bug & spider spray - ABS Facades
- Downlight replacements throughout floors - BM
- Concrete grinding in basement 2 - Milin/Gungahlin Concrete
- Tagging of items in basement - BM
- Indoor pool pump room & FIP room clean and tidy - BM
- Bin lifter and recycling compactor major service - Baxter Engineering
- Sliding lobby door April 2026 service - MSR
- Electric strike replacement - CLASS
- Stainless steel kickplate installation x3 - PointFS

Major Works or Activity Forecast

- Ongoing with Milin & TWS - Curtain wall water ingress monitoring - BM
- Repair of townhouse stairwell basement 2 ceiling - TBC
- Front entry pathway expansion joint - Milin
- 6-year structural defect report review & response - Milin
- Balustrade patch fitting washer 12-month review - Milin/ABS Facades
- Annual diesel pump service - CEFA
- Review and compile of items in annual service report - BM
- Eastern BBQ area camera relocation - TBC
- 1x additional cameras installation - TBC
- Western gate mesh & handle shroud installation - PointFS
- Explore options for upper roof liquid waterproofing membrane maintenance - BM/EC
- Replacement of components in all 5 lifts from flooding event - OTIS
- Replacement of missing door opening button in lift 2 - OTIS
- Bottom slats and bottom rail replacement - ACT Doorland
- April 2026 carpark & garbage room roller door service - ACT Doorland
- Outdoor pool & spa INSNRG floor suction pumps - still operational but being monitored - TBC
- Outdoor pool sand filter INSNRG pump - still operational but being monitored - TBC

- Outdoor pool small, cracked pedestal paver rectification - BM
- Replacement of outdoor pool area pot closest to western BBQ area - TBC
- Service/check over of Dolphin pool cleaner robot - Delta Motors
- EQ45 salt cell replacement - TBC
- Disabled door painting - To be done in 2026 - Higgins
- Outdoor pool area grass patch rejuvenation - Luxe Horticulture
- Pop-up sprinkler install in outdoor pool area lawn - Luxe Horticulture
- Additional tan bark in native garden bed and small area adj the rear gate of TH279 - Luxe Horticulture
- Thinning out of outdoor pool area gardens - Luxe Horticulture
- March/April 2026 HVAC maintenance - SEDA
- Full function fire test - to be scheduled for April 2026 - SEDA/CEFA
- Rodent bait station replenishment May 2026 service - Royal Pest Control
- Downlight replacements throughout floors - ongoing - BM
- Strip light section replacement - Ground floor lobby - TBC
- Sullage and clean of silt traps throughout basement carpark - Watertight
- Replacement of southern stormwater pump A - Watertight
- Servicing of the 3 existing stormwater pumps - TBC
- May 2026 Hydraulics maintenance - Watertight
- Completion of window clean - ABS Facades
- 6 monthly carpet clean - Transform Carpets
- Arrange new cardboard bin with lid and old one to taken away - BM
- Silt traps May 2026 service - Watertight
- Electric pallet jack May 2026 service - Crown
- Garbage chute clean - Douglas Wright

ADDENDUM 2

UP4787 INVESTMENT ACCOUNTS

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	21/01/2026	4.00%	3 months	\$170,000.00	21/04/2026
TD02	24/02/2026	4.00%	3 months	\$166,977.55	24/05/2026
TD03	20/01/2026	2.25%	3 months	\$100,000.00	20/04/2026

\$436,977.55

SINKING FUND

	Investment date	Interest rate	Period	Deposit amount	Maturity date
TD04	30/10/2025	4.00%	6 Months	\$512,851.63	30/06/2026
TD05	24/02/2026	4.00%	3 months	\$170,418.67	24/05/2026
TD06	20/01/2026	2.25%	3 months	\$306,299.22	20/04/2026

\$989,569.52

ADDENDUM 3

ADMINISTRATIVE FUND - BUDGET UPDATE

UP4787 BUDGET OVERSPEND					
Category	GL Code	Spent to date	Over / Under to	2025- 2026 Budget	
Online owners portal	1210112	\$7,031	-\$1,451	\$5,580	The Resvu contract was delayed until the 2026/27 financial year due to onboarding issues. As a result, the 12-month BuildingLink subscription renewal—required to maintain continuity of service—was higher than the budgeted Resvu subscription.
Insurance - Claims	1402	\$71,460	-\$66,460	\$5,000	CHU requires all flood-repair invoices arranged by PointFS to be paid upfront by the Owners Corporation before they can be submitted for reimbursement
Lifts - R&M	16111	\$1,230	-\$835	\$790	Two OTIS call-out charges to restart the lifts after the doors were blocked couldn't be on-charged to any individual unit, as no responsible lot could be identified
Garage R&M (roller door) - contract	1608	\$8,845	-\$7,967	\$1,756	ACT Doorland budget - overspend relates \$8,789.00 for the motor replacement and \$480.00 for the safety beam repair due to vandalism
Pools & Spa consumables	1656	\$6,371	-\$2,071	\$6,120	There is greater-than-projected expenditure on pool chemicals due to higher consumption.
Garbage chutes - R&M	1785	\$1,824	-\$1,574	\$520	\$1,692.05 - overspend relates to a new Chute door maintenance contract with PointFS that was not budgeted.
2025/26 Admin Budget - overall		\$695,661	\$87,413	\$1,292,085	

IMPROVEMENT FUND – EXPENDITURE TO DATE

2% Ivy Improvement fund			\$24,121.00
Date	Expenditure	Committed	Paid (less GST)
FY24/25 accrual			-\$9,700
3/10/2025	Driveway light		\$3,600
3/10/2025	Move Gym Conduit		\$3,408
8/10/2025	Comm romm AC cables		\$47
13/10/2025	Install Acoustic panels		\$4,894
10/11/2025	Basement line marking		\$1,000
18/11/2025	Basement rumble strip		\$493
10/12/2025	Aluminium strip		\$2,769
2/04/2026	Kick Plates		\$1,447
	Total to date		\$7,958
	Total remaining		\$16,162.62

COMMUNITY ROOM FUND – EXPENDITURE TO DATE

Community Room Fund Estimate			\$19,600
Date	Expenditure	Committed (ex GST)	Paid (less GST)
2024/25 FY Accrual			\$4,916
23/10/2025	Uneke Tables tops		\$2,600
30/10/2025	Install Sound bar		\$700
21/11/2025	Early Settler Outdoor furniture		\$3,180
21/11/2025	Outdoor Elegance furniture		\$5,177
26/11/2025	Early Settler Outdoor furniture		\$1,372
29/01/2026	Artificial plants		\$1,000
	Total		\$9,113
	Total remaining		\$10,487

ADDENDUM 4

MEETING WITH ANGELA FLEMING HEAD OF CUSTOMER, BRIGHT & DUGGAN RECORD OF MEETING

Date: Friday, 17 April 2026

Attendees: Julianne O'Brien (EC Treasurer,) Don McLean (EC Chair), Kevin O'Brien (EC Secretary)
Angela Fleming (Head of Customer, Bright & Duggan), Tristan Veurink (Strata Manager)

Members of the UP4787 Executive Committee met with Angela Fleming to address ongoing and significant issues within Bright & Duggan's Accounts and Finance departments.

The key matters raised were:

1. Term Deposit Management Failures

- Repeated failure to credit interest earned to the Sinking Fund cash account as directed.
- Failure to invest the Sinking Fund cash account balance (\$86,853.10) into TD05 as instructed. At an interest rate of 4.5%, this has resulted in an estimated \$651 in lost interest since 24 February.
- Ongoing failure to provide investment confirmations immediately following each transaction.

2. Financial Reporting & Reconciliation Issues

- Expenditure cannot be reliably reconciled due to limited or missing descriptions on many charges, particularly rental certificate items.
- Lack of transparency in the B&D accrual process, making it unclear which invoices have been paid versus those still pending.

3. Utility Account Mismanagement

- ACTEWAGL gas account: Direct Debit was active, yet invoices were also manually processed, resulting in an overpayment of approximately \$23,000.
- Origin gas account: Now in arrears, as January and February invoices were not processed.

4. Poor Responsiveness from Accounts Team

- Requests for clarification routinely go unanswered for up to a month, and responses generally occur only after prompting by Tristan.

Meeting Outcome

Angela committed to provide a formal response to the UP4787 Executive Committee within five working days.

ADDENDUM 5 STORMWATER FLOOD – GOV'T REPRESENTATIONS

Executive Committee – Follow-up Letter to the Chief Minister

The Hon Andrew Barr, MLA
Chief Minister
ACT Government
GPO Box 1020
Canberra ACT 2601

31 March 2026

cc:

The Hon Rachel Stephen-Smith, Minister for Finance
The Hon Chris Steel, Treasurer, Minister for Planning and Sustainable Development
The Hon Tara Cheyne, Minister for City and Government Services
The Hon Marisa Paterson, Minister for Emergency Services
Ms Fiona Carrick, MLA

Senator David Pocock
Parliament House, Canberra ACT 2600

Dear Chief Minister,

FLOOD MITIGATION MEASURES FOR THE IVY, 15 IRVING STREET PHILLIP

Thank you for your Office's email of 30 March 2026 acknowledging receipt of our letter of 19 March regarding the significant flood damage to The Ivy residential complex from the overflow of the government stormwater drain along Yarralumla Creek on 7 February 2026.

We are grateful that you have referred our request for the Government to provide insurance cover for the financial loss to our community to the responsible Minister for the ACT Insurance Agency, the Hon Rachel Stephen-Smith. We look forward to her advice.

Of more immediate concern is for the Government to agree to install permanent flood mitigation measures on the government land adjacent to The Ivy to prevent this situation occurring again. We notice your Office's email did not refer to this matter.

To reiterate, we consider the risk of floodwater entering our garage could be relatively easily and quickly mitigated by construction of a 1200 mm high reinforced and rendered block wall for approximately 80 metres along the western edge of government land parallel to Yarralumla Creek adjacent to The Ivy. To prevent backflow into our basement entrance driveway, the associated access roadway on Irving Street (including drains and guttering) would need to be raised by at least 600 mm. This is readily achievable as the access road has been cut in by that depth.

As we mentioned in our letter of 19 March, such measures would not require an Environmental Impact Statement or additional flood modelling. Nor would they constrain a review of stormwater drain infrastructure in this area or impact on possible refinements to the light rail corridor to Woden.

While a relatively straightforward construction process, as there may be multiple technical agencies involved, we ask that you nominate a lead Minister who would have oversight responsibility for this work, would ensure that it receives priority and who would keep us informed of progress.

We also ask that, through them, you direct relevant agencies to begin the necessary planning and approval processes for this construction, or alternatively to install other flood-mitigation measures along Irving Street that achieve an equivalent flood-risk reduction for The Ivy.

We would appreciate your early consideration of this matter and look forward to your advice.

Yours sincerely,

Signed

Don McLean
Chair
UP4787 Executive Committee

Signed

Kevin O'Brien
Secretary
UP4787 Executive Committee

ADDENDUM 6

STORMWATER FLOOD - COSTS TO DATE

TABLE 1: Flood repair costs (OC to pay and CHU to reimburse)

Claim Item	Company	Description	Amount (incl GST)	CHU to reimburse
1.1	WaterTight	Replace Stormwater Pump A	\$3,874.20	100%
1.3	WaterTight	Emergency labour costs	\$4,310.00	100%
1.4	WaterTight	Sullage contractor 9-10 Feb	\$8,910.00	100%
1.5	WaterTight	Stormwater ejector pits (50% of \$4,498.24)	\$2,249.12	100%
1.6	WaterTight	Additional sullage	\$3,679.00	100%
1.7	WaterTight	Emergency callout 8 Feb	\$4,730.00	TBA
2.1	ACT Doorland	Replace damaged entry door slats	\$2,980.00	100%
2.2	ACT Doorland	Service call – damaged entry door	\$330.00	TBA
3.1	Otis Lifts	Make safe 8-13 Feb	\$11,139.70	100%
4.1	Point FS	Emergency labour costs	\$7,326.00	100%
4.2	Point FS	Flood debris skip 9 Feb	\$959.61	100%
4.3	Point FS	Hire of drying equipment	\$247.50	100%
6.1	Maiden Cleaning	Basement 2 cleaning	\$11,968.00	TBA
7.1	Canberra Sweeping	Basement 1 cleaning	\$6,600.00	TBA
8.1	Maritex Electrical	Callout and damaged equipment	\$9,092.60	100%

Total OC paid to date: \$78,395.73

Table 2: Possible claims – awaiting advice

3.2	Otis Lifts #	Repair of compromised components	\$82,215.10	TBA
5.1	Fermax	Access system call out 11-12 Feb	\$3,056.88	TBA

Total OC waiting advice: \$85,271.98

TABLE 3: Flood repair costs paid directly by CHU

Claim Item	Company	Description	Amount (incl GST)	CHU to pay
9.1	BPS Strata	Removal of stairwell debris	\$679.80	100%
9.2	BPS Strata	Damaged stairwell (less excess)	\$17,372.68	100%
9.3	BPS Strata	Additional repairs if required	TBA	100%

Total CHU paid to date: \$18,052.48

TABLE 4: Costs to be met from OC funds (or declined by CHU)

Claim Item	Company	Description	Amount (incl GST)
1.2	WaterTight	Replacement of sanitation pump	\$2,999.07
1.5	WaterTight	Stormwater ejector pits (remaining 50% of \$4,498.24 above)	\$2,249.12
4.2	Point FS	Skips for damaged personal contents	\$5,097.16
9.2	BPS Strata	Excess payment	\$5,000.00

Notes: Total OC paid to date: \$15,345.35

CHU is seeking independent expert advice before approving this Otis work



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Community Room/15 Irving Street, Phillip
Date: Tuesday, 17 February 2026
Time: 8.31 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Donna MacPherson, Guy Hutchison, John Risk, Carol van Gelder, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Apologies: Nil.

1.2. Conflicts of Interest. Nil.

1.3. Previous Minutes. The Minutes of the EC's meeting on Tuesday, 20 January were confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report. The Building Manager's monthly report is being held over to the March meeting to enable a comprehensive report on work required to repair damage caused by the stormwater flood on 7-8 February (see items 5.1 to 5.3).

3. TREASURER'S REPORT AND LEVY SITUATION

Overall Financial Position @ 15 February 2026

3.1. Total Owners' Funds: \$1,429,855.79

- Administrative Fund - \$456,108.45
- Sinking Fund - \$973,747.34

3.2. Owners Net Assets: \$1,429,855.79

- Assets = \$1,576,977.53
- Liabilities = \$147,121.74

3.3. Administrative Funds:

- Cash Account = \$89,697.58
- Total Investment Accounts (see **Addendum 1**) = \$435,307.01

3.4. Sinking Funds:

- Cash Account = \$30,815.62
- Total Investment Accounts (see **Addendum 1**) = \$987,868,23

Financial Accounts

3.5. ActewAGL Account.

- At the last Committee meeting, the Treasurer reported the ActewAGL gas account had once again been significantly overpaid. A review of recent transactions revealed that duplicate payments were made in October, November, and December last year, resulting in an overpayment of \$23,614.58. The Financial Statement indicates that a direct debit was set up in addition to manual payments being processed.
- The Treasurer confirmed that the ActewAGL direct debit has now been cancelled. B&D has instructed ActewAGL to refund the overpayment, and the Financial Statements have been updated accordingly.

3.6. Request for Explanation from Strata – TD03 Balance Discrepancy.

- The Treasurer noted the 30 November Balance Sheet records the TD03 Administrative Fund Term Deposit as having a balance of \$167,095.09 (invested on 24 November for a three-month term maturing on 24 February 2026). However, the 16 January Balance Sheet lists the TD03 balance as \$165,307.01, reflecting a discrepancy of \$1,788.08.
- B&D provided the following explanation for the discrepancy:

“As per Julianne’s instruction on 01/12/25, we were required to reinvest this TD with MBL and transfer the interest into the SF cash account. However, when the TD was originally set up, the interest was configured to be reinvested with the principal at maturity. As a result, we needed to manually transfer the interest out during the grace period, which is permitted. TD03 matured on 24/11/25, and the grace period ran from 24/11/25 to 01/12/25.

On 01/12/25, I transferred the interest to account 23545598, which is the building’s trust account. At that time, because the grace period had not yet ended, the system did not display the actual interest earned. I therefore relied on the estimated interest shown in the MBL system, which resulted in a discrepancy from the actual interest incurred of \$1,690.75.”

3.7. Renaming of Accounts

- The Treasurer confirmed the six investment accounts have been renamed within the B&D’s internal systems as follows:

Macquarie Bank investment TD01 - Admin (Acc: 208413526)
Macquarie Bank investment TD02 - Admin (Acc: 201439973)
Macquarie Bank investment TD03 - Admin (Acc: 210258935)
Bank of Queensland investment TD04 - Sinking (Acc: 23598542)
Macquarie Bank investment TD05 - Sinking (Acc: 252015235)
Macquarie Bank investment TD06 - Sinking (Acc: 265338947)

Recent Investment Activity

The following investment activity has been scheduled or undertaken since the Committee last met on 20 January 2026.

3.8. Direction to close Macquarie Bank accounts

- At the last Committee meeting, the Committee directed B&D to close all Macquarie Bank accounts on maturity and reinvest with Bank of Queensland. On 30/01/26, B&D's advised:
"The best available interest rates are currently with Macquarie Bank (MBL). Both term deposits are already held with MBL, and therefore, to maximise returns, it is preferable to retain these accounts with Macquarie Bank."
- On 30/01/26, the Committee accepted B&D's advice out-of-session and subsequently instructed the accounts team to proceed with the investment through Macquarie Bank.

3.9. Administrative Fund Accounts.

- **TD03 Admin:** matured on 14 January 2026. Investment confirmation has not been provided to the Committee on completion as directed.

Action: The Strata Manager is asked to confirm these investment details.

3.10. Sinking Fund Accounts.

- **TD06 Sinking:** matured on 21 January 2026. Investment confirmation has not been provided to the Committee on completion as directed.

Action: The Strata Manager is asked to confirm these reinvestment details.

New Investment Activity

3.11. Administrative Fund Accounts.

- **TD02 Admin:** This Macquarie Bank account matures on 24 February 2026.

Action: Upon maturity, Bright & Duggan is instructed to invest the principal (\$165,307.01) for a three-month term at the most competitive interest rate available. Interest earned is to be credited to the Sinking Fund cash account.

Action: Investment confirmation is to be provided to the Committee on completion.

3.12. Sinking Fund Accounts.

- **TD05 Sinking:** This Macquarie Bank account matures on 24 February 2026.

Action: Upon maturity, Bright & Duggan is instructed to invest the principal (\$168,717.38) plus interest plus Sinking Fund cash account balance for a three-month term at the most competitive interest rate available.

Action: Investment confirmation is to be provided to the Committee on completion.

Levy Situation

3.13. Levy Arrears: \$15,359.81

- 35 units are currently in arrears:
 - 26 units have outstanding amounts of less than \$100.
 - 7 units have not made any payment towards their 1 December levy.
 - 2 units are subject to legal action, with arrears exceeding 90 days. Details are provided below.
- Owners are reminded that the second quarter levy is due on 1 March 2026.
 - 10% per annum interest is applied to accounts that are overdue more than 28 days.
 - Bright & Duggan charges a \$55 administration fee to issue an arrears notice.

3.14. Legal Situation.

3.14.1 Unit 205. INSTRUCTIONS FOR SOC [GL 250316]: The Owners - Units Plan No 4787 v PAPASTAMOS, Maria (Lot 205).

On 19 January 2026, the Committee accepted Grace Lawyers recommendation and commenced legal action against unit 205 seeking payment of the \$4,409.24 arrears.

3.14.2 Unit 157. INSTRUCTIONS FOR SOC [GL 250316]: The Owners – Units Plan No 4787 v ZAHABI, Najee (Lot 157).

On 19 January 2026, the Committee accepted Grace Lawyers recommendation and commenced legal action against unit 157 seeking payment of the \$4,094.30 arrears.

4. MATTERS FOR DECISION

4.1. Out-of-Session Decisions. The following decisions were taken out-of-session after the last Committee meeting on 20 January 2026. Each of these decisions is now confirmed.

- 4.1.1. BuildingLink.** The Committee agreed on 27 January to extend the current BuildingLink contract for another 12 months. The Strata Manager negotiated a 20% concession on the new contract which now runs to 7 February 2027. This will enable work to continue on an improved communication and maintenance platform for next year.
- 4.1.2. Bin Lifter and Compactor Contract.** The Committee agreed on 28 January to accept the revised quote from Baxter Engineering for 6-monthly (rather than 3-monthly) preventative maintenance of the Bin lifter and Garbage compactor. Bright & Duggan issued the work order and the Committee Chair signed a new 3-year Building Service Agreement (BSA) on 1 February. This modified BSA resulted in a saving of \$1,300 ex GST a year.
- 4.1.3. Unit 80 – Gyprock Repairs.** Following advice from an Ivy owner, the Committee obtained a second quote from MAG Painting on 3 February (#2026-003 for \$810.00 ex GST). The Committee accepted this quote on 4 February, noting it was less than half that quoted by Flamboyant Constructions for the same work. The work order was issued the same day. The owner advised the repairs were completed on 12 February and MAG Painting had done a fantastic job.

The Building Manager is asked to add MAG Painting to our list of preferred suppliers for gyprock repairs and smaller repainting jobs and to discontinue seeking quotes from Flamboyant Constructions for such work.

4.2. Handicapped bathroom doors. The Committee asked Point FS to quote on installing a half-sheet metal panel to protect the external side of the three wooden doors.

4.3. Levy Contributions – Financial Hardship Consideration. On 23 January, an owner requested to enter a financial hardship arrangement, and waiving or suspending interest and penalty charges on their outstanding levies during this period. They advised that due to personal circumstances they are currently facing significant financial strain and have been forced to sell their property (their property is currently listed online for sale), so that they can use the proceeds to settle their debts. According to their lot ledger statement, they are in arrears for their 2025 December quarter levies.

The Strata Manager confirmed standard strata practice is that owners claiming financial hardship must enter an approved levy payment plan to allow the monthly overdue levy interest charge to be waived and for debt recovery action to be suspended.

The Committee confirmed standard strata practice should apply. The owner was invited to negotiate a payment plan with Bright & Duggan, but they indicated that they wanted to suspend all payments until their unit was sold and settled.

The Committee was willing to consider a rolling delay of up to 3 months (120 days) in the payment of outstanding levies provided the owner commits to a payment plan. Otherwise, the standard 10% annual interest on overdue levies should be charged from 18 January 2026. The Committee authorised Bright & Duggan to proceed on this basis, asking that they contact the owner again to give them an opportunity to reconsider entering a payment plan.

The Strata Manager noted that the settlement process for sale of a unit includes payment of all outstanding unit owner Owners Corporation debts, including outstanding levies and any interest charged for overdue levies.

4.4. Ban on Use of Common Power. During last Thursday's audit of garages and car spaces as part of the flood waste cleanup, two residents (units 145 and 217) were found to be accessing garage common power despite the OC-agreed total ban. Rule 21 states that these single GPOs must be used only for their intended purpose of powering the garage door openers. Owners found in breach are to be charged \$120 per incident regardless of actual consumption.

The Committee authorised the Strata Manager to issue Rule Infringement Notices to units 145 and 217 for their breach of OC Rule 21 and charge them \$120 (in addition to the \$198 administration fee). Each owner must remove all power connections, other than the electric door opener plug, and their ongoing compliance will be monitored by the Building Manager. As one of the units is tenanted, both the owner and property manager should be advised they have a direct responsibility under the Residential Tenancy Act to ensure their tenants are notified and always abide by our registered OC Rules.

5. MATTERS FOR DISCUSSION

5.1. Basement Flood Event: 7-8 February. As a result of a very severe storm from around 10.30pm on 7 February, lasting several hours, Yarralumla Creek and the adjoining Yamba Drive stormwater drain broke their banks and sent a significant volume of water down the driveway entry ramp, flooding Basements 1 and 2 with up to 30cm of water. All five lifts were put out of service due to water entering the lift carriages when they were taken down to basement levels and water accumulating in the bottom of the lift shafts. The garage entry roller door was forced from its frame due to the water pressure pushing on it. All garages, storage cages, and building facility rooms in the basement were affected by floodwater. This created a major security and safety concern, with potential damage to many owners' personal property.

Committee members were active throughout the night and the next several days, working with the Building Manager to arrange for ACT Fire and Rescue, Emergency Services, Otis Lifts, WaterTight Plumbing, Maritex Electrical, Canberra Sweeping, and Maiden Cleaning sub-contractors to be onsite asap,

pumping out storm water, removing dirt and debris, cleaning out blocked drains, assessing damage and coordinating remedial action. A flood event notice was placed on all 30 floors and regular emails were circulated every few hours to keep residents up to date. One resident was evacuated by the ACT Fire & Rescue, and three residents were assisted by the State Emergency Service. Six skips were delivered during the week to dispose of flood damaged personal items.

ACT Parking Operations was contacted on 8 February to request a general waiver for residents forced to use the Irving Street carpark (but they rejected our request). It was of concern that parking inspectors turned up first thing next morning and started issuing fines. It appears some were later rescinded but not all, as several residents subsequently contacted the Strata Manager.

The Committee noted that public parking compliance is not an OC responsibility. Residents issued with a parking fine should press to have their notice withdrawn, quoting the written advice from Minister Paterson (see item 5.3). ACT Parking Operations was advised on 18 February that residents gained full access to both basements on Friday afternoon.

The Committee discussed the current state of play. While substantial progress has been made, there could still be an ongoing challenge as some residents are away for an extended period and water damage takes time to materialise.

The Committee asked the Building Manager to assess when the next scheduled 6 monthly wet sweep should go ahead to allow residents sufficient time to clean up. Residents should contact Matt Lam (0435 673 353) if they need further assistance.

Some residents reported difficulties accessing the basement and/or their floor level via their fire stairwell while the lifts were out of action. An audit by the Committee found the ground floor door of only one stairwell was accessible by most residents. The EC Chair has requested the Building Manager to review the emergency stair door lock coding schema with Class Locksmiths to determine which unit door keys gain entry to which stairwells and what changes are necessary to ensure residents can access both the basements and their floor level in the case of lift outages or emergencies.

The SES officers present pointed to the lack of information in individual units about emergency response procedures, especially for new residents, tenants or short stay visitors unfamiliar with the building. The single diagram near the lift panel was not considered sufficient. The SES officers suggested provision should be made for each unit similar to that in hotel accommodation.

Other issues identified included the adequacy of current resident records and the need to keep these up to date. The limitations of the Residential Tenancy Act were also flagged and the Strata Manager offered to provide some advice. The need for continued electrical power is critical in an emergency situation, and the adequacy of current hydraulic services documentation should also be checked.

The Committee agreed it will be important to address these concerns and to take stock of lessons learned from this flood event. The EC Chair agreed to prepare some initial advice on possible improvements to our emergency planning and response procedures with a view to follow-up discussions with the Facilities and Building Managers on how best to take these issues forward.

Our Thanks

The Committee would particularly like to thank all owners and residents for their cooperation, understanding and support, especially for assisting fellow members of the Ivy community. This has been a challenging situation for many. It was most pleasing that people showed a great sense of community spirit and wanted to express their gratitude for this support at the morning tea held on the following Sunday morning. Both the Building and Facilities Managers have also provided exceptional support and deserve our thanks. The cleaners too have done a great job.

5.2. Basement Flood – Insurance Claim. Our insurance broker, Russell Fort from AJ Gallagher, was in touch with the Committee Secretary on the Sunday afternoon (8 Feb) and arranged for CHU’s loss assessor, Andrew McLister, to visit The Ivy and assess the damage situation on Monday, 9 February. Russell advised that CHU has recognised and accepted that we needed to put several “make safe” arrangements immediately in place and he has set up a claims process for the Executive Committee to take this insurance claim forward.

Building Damage

The CHU’s Claims Reference Number for this event (**CL02135124**) has been provided to both Building and Strata Managers. With their assistance, the Committee will identify and assess all damage to lifts, pumps, electrical, access systems, stairwell ceilings and other common property to ensure we have a fully coordinated response for this claim, noting water damage sometimes takes one to two weeks to become evident. At this stage, it appears no owner’s unit or townhouse was directly affected by this extremely heavy rainfall event and there was no damage to the outdoor pool, pool furniture or Ivy grounds.

The Committee has also raised with AJ Gallagher that the ACT Insurance Agency (ACTIA) may have direct liability here, given the failure and inadequate provision of protective stormwater infrastructure on government land adjacent to The Ivy (see also item 5.3). AJ Gallagher has been asked to take this up with CHU to ascertain if some responsibility can be transferred to ACTIA under insurance subrogation provisions as this may help to reduce our premium exposure. The CHU policy excess will still be paid from the Administrative Fund.

Contents Claims

CHU provided a Fact Sheet to help answer frequently asked questions on insurance matters. This was circulated to owners on 10 February. The fact sheet noted that CHU’s building insurance policy does not cover personal items stored in garages or storage cages. If owners or residents have damage to belongings in these areas, they need to claim through their own contents or landlord insurance policy. The ACT Fire & Rescue Incident Number for such contents claims is **#2550**.

5.3. Basement Flood – Government Representations. The Committee made urgent representations to the ACT Government on 9 February to ensure they fully understood the nature of this flood event and the severe impact on The Ivy. Dr Marisa Paterson, our local member and Minister for Police, Fire and Emergency Services, responded that same evening and met with EC members early on 10 February, along with Steve Forbes, State Emergency Services (SES) Chief Officer.

The Committee showed Dr Paterson first-hand the extent of the damage caused, including footage of the flood inundation, and pointed to the inadequate protections along Yarralumla Creek and the Yamba Drive stormwater drain. The Minister conceded we were the most vulnerable residential complex and confirmed the Government was setting up a Task Force specifically for this event.

Committee members flagged with the Minister that the flood inundation was the direct result of inadequate infrastructure protection along both stormwater drains and that the ACT Insurance Authority (ACTAI) had a potential liability for this incident. The Minister was asked to follow up with ACTIA on our behalf and to support The Ivy in its insurance claim where possible.

In her initial email to the Committee on 9 February, the Minister undertook to seek “advice from a number of Ministerial offices on how we can best support The Ivy”. Her follow-up email of 13 February advised that she has already “written to the relevant ministers and asked for advice on the long-term mitigation measures that might be put in place to try to prevent this happening again”.

The Minister also promised at our meeting on 10 February that she would follow up on the parking issue (item 5.1). She advised the Committee on 13 February that “patrols on Irving Street have been suspended until the building issues have been resolved and all infringements have been voided”. The Committee agreed to write to the Minister thanking her for her support on these matters.

The Committee agreed to establish a small EC Working Group to follow-up this Ministerial exchange with further representations, including to seek input into the Task Force process and to obtain Government assurances that remedial action along the eastern side of The Ivy will receive priority. The Committee was pleased to note one ex-owner has already contacted the Committee to offer their expert assistance.

Post Meeting Update

The Committee has replied to the Minister's email of 13 February as outlined above (**Addendum 2**)

5.4. Balustrade Fittings – Important Maintenance. At least four owners have noted some metal stanchions and bolts attaching to their glass balustrades are working loose, most likely due to vibration caused by strong winds, and have sought advice on what to do. This is a separate matter from Milin's replacement of the white balustrade washers in late 2024 that was satisfactorily addressed.

The Committee noted it had sought advice from Matt Benedetti, our Facilities Manager, in December 2024 on the need for periodic maintenance of balustrade hardware. Matt advised that each resident has a responsibility to monitor and maintain areas of their own balcony not readily accessible for regular building maintenance. He recommended an initial inspection 12 months after installation of the new balustrade washers (i.e. from 2026), with provision for a more comprehensive inspection program approximately every three years.

The Committee confirmed this is an important issue that could pose a substantial safety risk. Several actions were agreed:

- The Committee will work with the Building Manager to prepare an information note for circulation to all owners and residents, requesting they immediately report any loose balustrade fittings to the Building Manager.
- The Building Manager is asked to contact these owners asap and arrange to tighten their loose balustrade fittings.
- This information note will be included in the information pack for new owners and on the Ivy website.
- Periodic inspections of owners' balconies are to be included in the annual Ivy Maintenance Plan, linked to annual cleaning of the balustrades/fixed windows and included in the scope of work for this contract (item 5.14 below).
- Following these initial inspections, Point FS will be contracted to undertake periodic maintenance of loose balustrade fittings as required.

5.5. Otis Lift Maintenance. The Committee met with Michael Salter, Otis ACT Regional Manager, and his team on 22 January. Outcomes of the meeting included:

- A 2026 Ivy lift maintenance schedule has been provided to our Building Manager.
- A written report was provided summarising the Lift #3 main drive unit failure fault on 9 Dec 25 that resulted in a fire alarm being triggered, and the subsequent logistic delays and steps taken to return the lift to service on 22 Dec 25.
- All lift doors have been checked and adjusted as needed to address the issue that was causing recent regular lift outages due to the lift door closing and locking mechanism not operating as intended (lift #5 in particular).
- The power standby timer in each lift has been reset to 10 min for each lift, as the previous very short time setting was occasionally causing distracted residents to think that the lift had faulted with it had just gone into standby mode because they hadn't correctly selected a floor.

At the Committee's request, Otis advised all 5 lifts are due for a substantive maintenance service in 4-5 years' time (at around \$50,000 each). This is necessary to assist in maintaining their estimated effective life of at least 20 years. The Committee noted this information will be included in the update of the Sinking Fund Forecast proposed for later this year.

The Committee noted the current Otis contract expires in January 2027 and that Otis wished to remain a long-term contractor for our lifts. Otis has committed to a rigorous monthly maintenance schedule in the interim and agreed in-principle to developing key performance indicators for the next lift contract. Their speedy response to the recent flood event underlines this commitment. The Committee agreed to initiate these contract renewal discussions with Otis six months beforehand.

5.6. Community Room Kitchenette. At its last meeting, the Committee agreed to seek indicative quotes from cabinetmakers and asked the Building Manager to obtain another two plumbing quotes for this work (the Strata Manager offered to provide names). This work is in train.

5.7. Pool Scum Lines. The Committee agreed last year that the scum lines on both the indoor pool/spa and outdoor pool should be cleaned at the start and end of each season (i.e. in March and September) and included this as an optional service in the Total Pools 2025 contract. Total Pools has since advised the Building Manager they don't offer this service to any other complex and would not take up this option. The Committee will consider what other arrangements can be put in place.

5.8. New Pool Cleaning Contract. The current one-year Building Services Agreement (BSA) with Total Pools expires on 28 April 2026. The Building Manager recommends we stay with them as, from their experience, they are the best pool cleaning contractor in Canberra. He advised that Total Pools have been doing a satisfactory job at Ivy but would benefit from more oversight to ensure compliance with their contract scope.

The Committee agreed to retain Total Pools as our preferred contractor, subject to an acceptable quote for ongoing services. The Building Manager is asked to contact Total Pools and invite them to submit either a one-year or 3-year quote with the same scope of work as 2025-26 (Wednesday and Friday), excluding the optional pool scum line cleaning scope.

5.9. Pool Signage. At the Committee's request, the Building Manager was asked at the last meeting to obtain quotes from SignLime for two sets of additional signage for the outdoor pool. This work is still in progress.

5.10. Higgins Painting Program. Committee members and the Building Manager met with Narell Majic, Higgins Coating Canberra Business Development Manager, on 2 February to discuss the current contract. This is year 4 of their 6-year painting maintenance contract (\$20,449 annually for 180 hours of work). Members indicated the OC's preference is for painting maintenance to be done in two six-monthly stages a year, with the Building Manager and Committee nominating its priorities for each stage (with some flexibility on allocated hours), including between inside and outside work.

Higgins Coatings submitted a new 6-year contract proposal for 2026 to 2031 (YMO125 dated 6 Feb 2026). The contract differs from the current contract in that it specifically states that there would be two 90-hour painting stages each year. The proposal also includes an increased annual price by 6% to \$21,683 annually.

The Committee agreed to write back to Higgins Coatings confirming we are not interested in accepting their proposed new contract and to explain our desire to continue with the current contract under the arrangements previously implemented where the scope of annual work was completed in two stages approximately 6-months apart. The Committee reiterated its decision at its last meeting that if this current system is no longer acceptable to Higgins and it wishes to withdraw from the contract, the EC is willing to consider other painting contractors.

5.11. Damaged Garbage Hoist. The garbage hoist bulkhead and shutter in the hoist room on level B1 were damaged by the Maiden cleaners early on 13 February when taking empty garbage hoppers down to the basement. The area has been made safe and cordoned off. The Building Manager is coordinating a temporary pick-up location with JJ Richards (ACT Garbage Collection contractor).

The Building Manager has informed Maiden of their responsibility for meeting cost of repairs.

5.12. Pest Control – Ground Spray. Hart Pest Management is due to undertake its regular six-monthly pest spray of all common property areas and external building/walls to 4 metres high, mailbox area, entry doors and foyers, car park area, garbage rooms, pool area and gyms. The Committee noted there are several ant infestations around the Ivy grounds that need to be addressed and asked the Building Manager to take up with Hart.

5.13. Pest Control – Inaccessible Windows. It is twelve months since the previous pest spray of the building's inaccessible windows and balustrades. This is usually done before cleaning of these external glass areas to allow the product to take effect.

The Building Manager is asked to obtain quotes from Touchdown, RIGCOM and Rope Access for consideration at our next meeting. The Committee agreed in principle to limit this pest spray just to the inaccessible windows, not the balustrades, as most spiders and bugs located on the inside of these balustrades which are each owner's responsibility.

5.14. Inaccessible Window/Balustrade Clean. Annual cleaning of all inaccessible glass windows and balustrades (via abseiling) is due in March. The Building Manager is asked to obtain quotes from the same three companies, noting the requirement (see 5.4 above) to incorporate balustrade hardware checks during this cleaning task. The EC Chair will discuss this with the Building Manager.

5.15. Diesel Pump – Annual Service. The annual service on the diesel fuel pump is due in March. The Building Manager is asked to obtain a quote from CEFA for consideration at our next meeting.

5.16. Garage Doors – Clean. The annual clean of the 72 garage doors and 2 cardboard room roller doors is due in March. The Building Manager is asked to get quotes from Maiden, M&M Rolfe and one other.

5.17. Fire Hydrant System – Water Leak. Over two weeks in January, Capital Fire successfully replaced the 32-sprinkler shut-off valves outstanding from last year. During CEFA's initial hydrostatic test on 28 January, the seal broke on a fire hydrant line in Basement 1. This flooded the storage cages opposite the bike rack area and left a large volume of water along the entry driveway.

The Building Manager advised that CEFA and Capital Fire are not at fault. The system needs to be fully pressurised and tested to simulate an actual fire-related event. CEFA quickly rectified the leaking hydrant line allowing the system to be tested again and the hydrostatic test passed.

The Committee noted the resulting water damage was unfortunate. Canberra Sweeping was engaged the following day to remove excess water. At the Committee's request, the Strata Manager contacted the seven owners involved (units 50, 178, 187, 190, 259, 260 and 267), advising them to check their storage cages. Owners were advised to take photos and consider making a contents insurance claim if items of value were affected (this may now be overtaken by the basement flood event – item 5.1).

5.18. Parking in Front Driveway. A warning notice was issued to an owner on 13 February for extended parking in the front driveway (AYRR 888).

The Committee noted this owner is a repeat offender and has been warned previously. Their double garage is cluttered and the owner refuses to clear it out so they can park their car. After the flood this may become a serious health hazard. Consistent with OC Rule 17(b), the Committee agreed a Rule Infringement Notice will be issued for further parking infringements by this owner, with an Administrative Fee of \$198 charged each time.

5.19. Unit 59 – Possible Insurance Event. As discussed at the last meeting, the owner of unit 59 advised the Committee of a possible insurance event due to a very strong wind gust on 3 January. As the damage repair costs are estimated to be less than the policy excess of \$5,000, it may not be possible to lodge a formal claim.

The Committee agreed on 4 February to use this as a test case to determine what happens if a claim is lodged when the repair cost is less than the policy excess and to assist the owner in submitting an insurance claim via our insurance broker AJ Gallagher. The owner provided the details necessary for the claim, and these were submitted via the appropriate form to our insurance broker on 7 February.

The Committee noted it is waiting on formal advice from AJ Gallagher.

5.20. Additional CCTV Camera. The Committee decided at its last meeting to install an additional CCTV camera to improve security at the rear of the Townhouses.

The EC Chair has asked the Building Manager to get a revised quote from Securitas for the installation of this camera and relocation of camera C73 over the eastern BBQ area (pointing towards the external door to the library area), which is currently blocked by vegetation.

5.21. West side Gate, Fencing and Lighting. The Building Manager made temporary repairs to the damaged Perspex sheets on the west side gate to prevent unrestricted access. The Committee has authorised Point FS at its last meeting to provide a more permanent solution.

The Committee has also agreed to review the adequacy of existing fencing and security arrangements along the Oaks Canopy boundary and asked the Building Manager to obtain quotes from GMH (and two others) for extra lighting on the west side wall of the building.

5.22. 6-year Warranty Report. Milin Builders and their roofing contractor were scheduled to be onsite 16 February to install additional fasteners to roof flashings on the Townhouse roofs and address areas of insufficient overlap, as identified in our 6-year Warranty Report. Taylors Windows is also due to carry out further work on the South Tower curtain wall in mid-February.

The Committee noted the stairwell nib wall near Townhouse 279 has been repaired. The Building Manager is asked to check with Milin when they will be able to address the front walkway expansion joint issue, as discussed with them on 13 January.

5.23. Pool Maintenance. The Building Manager is asked to discuss and prioritise the following maintenance tasks together with Total Pools:

- Skimmer baskets are to be regularly emptied (this is not happening).
- Indoor Pool black spots to be vacuumed.
- Investigate black spots in north end of outdoor pool.

Additionally, the Building Manager is asked to organise a service check of the Dolphin robot pool cleaner (\$250 min charge) by Delta Electric Motors in Phillip who is an Authorised Maytronics repairer, as it's not operating fully effectively.

5.24. Sauna Maintenance. The Building Manager is asked to check the sauna timer and adjust as necessary as it doesn't appear to be staying on for 30 minutes as intended.

5.25. Garden Maintenance. The Building Manager is asked to discuss and prioritise the following maintenance with Luxe Horticulture:

- Pool garden needs trimming.
- Irrigation end pipe covers are to be purchased and installed to protect end pipes.
- Tree suckers to be removed from Native Garden.
- Tree suckers of Magnolias and others to be removed.

- Top up tan bark in Native Garden.
- Weeding needs closer attention.
- Dead plants to be removed particularly in Olive Tree pots and near Pool BBQ.
- Rubbish in garden still needs attention.
- All driveway and gutters need blowing every week.
- Luxe to be made aware that pool lawn and close garden debris is ending up in pool. Can we get these areas vacuumed rather than blown?

5.26. Remote control and NPR audit March 2026. As agreed at AGM #6 an audit of remote controls registered in the Ivy Garage entry roller door controller is necessary to allow for deregistration of any lost, stolen, or misplaced remote controllers. An audit of NPR system registrations will be undertaken in conjunction.

A draft audit notice has been prepared identifying the steps owners and residents need to take to complete the audit. The Committee will review and finalise this documentation, in conjunction with the Building Manager, and then circulate to all residents.

6. MATTERS FOR NOTING

6.1. Quarterly Levy Contributions. Bright & Duggan sent out the second quarter levy notices to all owners on 19 January, with a reminder provided on 12 February. Levy contributions are due on 1 March.

Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305). Accounts do not go legal (and 10% per annum interest is not charged on overdue accounts) if an approved payment plan is in effect.

6.2. Access Control and Intercom Contract. The 3-year Building Services Agreement (BSA) with Fermax was finalised and signed on 27 January 2026.

6.3. CCTV and NPR System Maintenance. At its January meeting, the Committee accepted ARA Security's 3-year CCTV service and maintenance proposal of 17 September 2025 (fixed price contract of \$3,000 ex GST per year). The Strata Manager issued a work order to ARA on 28 January 2026 accepting their proposal.

6.4. Balustrade Failure. The shattered glass balustrade on Level 5 North Tower has been replaced by Capital Glass.

6.5. Parcel Thefts. There were further thefts from the parcel shelf on 16 January. Please consider making alternative delivery arrangements if you are able. Residents are asked to be vigilant and not let people tailgate through the front door.

6.6. Community Room Greenery. The two artificial potted plants approved at the last EC meeting have been purchased and installed in the Community Room.

6.7. Damaged Pool Umbrella. Outdoor Elegance has accepted responsibility under warranty for the damaged east-side pool umbrella. They collected it on 11 February to undertake the necessary repairs.

6.8. Dumping of Rubbish in Refuse Rooms. The Committee has received reports of residents dumping large cardboard boxes, polystyrene and an old ironing board in the Refuse Room on Level 7 in the South Tower. At the Committee's request, the Strata Manager issued a notice to these residents on 30 January.

Owners are reminded these Refuse Rooms are common property and must be kept clean and tidy at all times. Dumping of rubbish is contrary to the Owners Corporation Rules. The yellow-lid recycling bins are for small recyclables only. The signs are there to help guide you. Please act responsibly and ensure your guests and tenants do likewise. Boxes must be taken down to the cardboard room in Basement 1. Please

flatten them and put them in the blue recycling bins provided. Polystyrene packing should be separated out and put in the large garbage hopper.

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting closed at 10.46 am.

8.2. The next EC meeting is scheduled for Tuesday, 17 March 2026.

ADDENDUM 1

UP4787 INVESTMENT ACCOUNTS

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	21/01/2026	???	3 months	\$170,000.00	21/04/2026
TD02	24/11/2025	???	3 months	\$165,307.01	24/02/2026
TD03	??	??	3 months	\$100,000.00	??

\$435,307.01

SINKING FUND

	Investment date	Interest rate	Period	Deposit amount	Maturity date
TD04	30/10/2025	4.00%	6 Months	\$512,851.63	30/06/2026
TD05	24/11/2025	???	3 months	\$168,717.38	24/02/2026
TD06	??	??	3 months	\$306,299.22	??

\$987,868.23

ADDENDUM 2

LETTER TO MINISTER PATERSON : 18 FEBRUARY 2026

As agreed at item 5.3, the Committee wrote to Minister Paterson after the meeting thanking her for her support of The Ivy following the stormwater flood event of 7-8 February and summarising the requests made to her when she visited The Ivy on 10 February.

The letter will be circulated with the Minutes.



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Community Room/15 Irving Street, Phillip

Date: Tuesday, 20 January 2026

Time: 8.30 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Donna MacPherson, Guy Hutchison, John Risk, Carol van Gelder, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Apologies: Nil.

1.2. Conflicts of Interest. Nil.

1.3. Previous Minutes. The Minutes of the EC's meeting on Thursday, 4 December were confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report. (16 January 2026) – Rating 61/75 (81.33%). Bright & Duggan is authorised to email this Building Condition report to Ivy owners for information.

The Report highlights several items of concern:

- The fire alarm on 9 December was set off by a failing lift controller and smoke buildup in the Lift 3 shaft. The lift was returned to service on 23 December (item 5.2).
- The front west-side gate has been compromised (Perspex sheet broken); action is in train to address as soon as possible (item 5.10).
- There were several thefts and a break-in over the Christmas/New year period (item 6.2).
- A formal notice was circulated to owners and residents on 14 January regarding smoking in common areas and the correct disposal of cigarette butts (item 6.3).
- A glass balustrade on a North Tower Level 5 balcony shattered on 8 December and temporary repairs put in place (item 6.5).
- Residents are asked to take care when using the outdoor pool umbrellas (due to high wind conditions) and to close them after use (item 6.11).
- Some residents are not cleaning up after their use of the BBQ facilities (item 6.12).

The Committee noted there was a major blockage of the South Tower garbage chute on 16 January. Several large items were found, including old dog beds, pillows, and blankets that were not easy to remove. The blockage was cleared by the cleaners, but the chute was blocked again that evening by packing material and bedding and was cleared by a member of the EC. Residents are reminded these chutes are designed to handle bagged garbage only, and larger items should not be forced into the chute. Larger waste items should be taken down to the refuse bins in the basement.

2.2. Forecast Project Activity (for details see **Addendum 1**). Owners and residents are advised that:

- Milin has committed to address the expansion joint issue in the front walkway in the coming weeks, following further discussion with the Building Manager (item 5.1).
- Taylors Windows are also due to do further remediation work on the South Tower Curtain Wall (level 8) in mid-February (item 5.1).
- Given recent concerns, the Committee has scheduled a meeting with the Otis Lifts' Regional Manager for 22 January (item 5.2).
- The EC and Building Manager will be discussing the annual painting program with Higgins Coatings on 2 February (item 5.8).
- Replacement of the sprinkler system shut-off valves in the fire hydrant system is currently underway as part of hydrostatic testing requirements (item 6.7).
- At the EC's request, the Building Manager is seeking quotes for a major refurbishment of the sauna.

3. TREASURER'S REPORT AND LEVY SITUATION

Overall Financial Position @ 16 January 2026

3.1. Total Owners' Funds: \$1,466,024.43

- Administrative Fund - \$494,012.20
- Sinking Fund - \$972,012.23

3.2. Owners Net Assets: \$1,466,024.43

- Assets = \$1,530,971.42
- Liabilities = \$64,946.99

3.3. Administrative Funds:

- Cash Account = \$173,230.50
- Total Investment Accounts = \$330,669.48

3.4. Sinking Funds:

- Cash Account = \$300,853.43
- Total Investment Accounts = \$681,569.01

Financial Accounts

3.5. ActewAGL Account.

- The Treasurer noted the ActewAGL gas account has again been significantly overpaid. A review of recent transactions shows duplicate payments were made in both October and November last year, resulting in an overpayment of approximately \$16,000. Invoices show a direct debit has been established in addition to manual payments being made.

- The Strata Manager advised he is meeting the B&D Accounts Manager later that day. He will clarify why direct debit arrangements had been put in place, in addition to manual payments being made. He will report back to the Committee on how the overpayment will be rectified, including expected timeframes and any required documentation.

Action: The Committee requested that Bright & Duggan rectify the account as soon as possible and authorised the Strata Manager to cancel the direct debit with ActewAGL.

3.6. Request for Explanation from Strata – TD03 Balance Discrepancy.

- The Treasurer noted the 30 November Balance Sheet records the TD03 Administrative Fund Term Deposit as having a balance of \$167,095.09 (invested on 24 November for a three month term maturing on 24 February 2026). However, the 16 January Balance Sheet lists the TD03 balance as \$165,307.01, reflecting a discrepancy of \$1,788.08.

Action: The Strata Manager was directed to seek a formal explanation from the Bright & Duggan Finance Team regarding the cause of this discrepancy and to provide clarification to the Committee as soon as possible.

Recent Investment Activity

The following investment activity has been scheduled or undertaken since the Committee last met on 4 December. Further action is needed on some items.

3.7. Administrative Fund Accounts.

- **TD05:** This Macquarie Bank TD05 account was closed on 7 October to support cash flow requirements.
 - At the December EC meeting, Bright & Duggan was instructed to establish a new Term Deposit investment account with the Bank of Queensland on 18 December 2025, to be designated **UP4787 TD03 Admin**. An amount of \$100,000 was to be invested the same day for a three-month term at the most competitive interest rate available.
 - This investment does not show up in the B&D financial statement of 16 January 2026.

Action: The Committee asked the Strata Manager to request a formal explanation from the Bright & Duggan Finance Team regarding the status of this investment and to provide clarification to the Committee as soon as possible.

Action: The Treasurer asked the Strata Manager on 12 January to request an update from the Bright & Duggan Finance Team when the renaming of all six Admin and Sinking Fund investment accounts will occur.

3.8. Sinking Fund Accounts.

- **BoQ TD02:** This account was invested on 30 October 2025 and matures on 30 April 2026.

Action: As instructed at the 4 December meeting, this account is to be renamed **UP4787 TD04 Sinking**.

- **TD06:** This Macquarie Bank account has matured and was closed on 14 January 2026.
 - As instructed on 4 December, Bright & Duggan has transferred the principal plus interest into the Sinking Fund cash account above.
 - Bright & Duggan was also instructed to establish a new Term Deposit investment account with the Bank of Queensland on 15 January 2026, to be designated **UP4787 TD06 Sinking**. This account is expected to show up in the next financial statement.

Action: As instructed on 4 December, the current Sinking Fund cash account balance (\$300,853.43 above) is to be invested in the new TD06 Sinking account for a three-month term at the most competitive interest rate. Investment confirmation is to be provided to the Committee on completion.

New Investments

3.9. Administrative Fund Accounts.

- **TD01:** This Macquarie Bank account matures on 21 January 2026.
 - Bright & Duggan was instructed on 4 December to close this account and pay the \$165,362.47 principal into the Administrative Fund cash account. The interest earned is to be credited to the Sinking Fund cash account.
 - Bright & Duggan was also instructed to establish a new Term Deposit investment account with the Bank of Queensland on 22 January 2026, to be designated **UP4787 TD01 Admin.**

Action: An amount of \$170,000 from the Administrative Fund cash account is to be invested the same day for a three-month term at the most competitive interest rate available. Investment confirmation is to be provided to the Committee on completion.

- **TD03:** This Macquarie Bank account matures on 24 February 2026.

Action: Upon maturity, Bright & Duggan is instructed to close this TD03 account and pay the principal (\$165,307.01) into the Administrative Fund cash account. Interest earned is to be credited to the Sinking Fund cash account.

- Bright & Duggan is then instructed to establish a new Term Deposit investment account with the Bank of Queensland on 25 February 2026 to be designated **UP4787 TD02 Admin.**
- An amount of \$165,000 from the Administrative Fund cash account is to be invested the same day into this TD02 Admin account for a three-month term at the most competitive interest rate available. Investment confirmation is to be provided to the Committee on completion.

3.10. Sinking Fund Accounts.

- **TD04:** This Macquarie Bank account also matures on 24 February 2026.

Action: Upon maturity, Bright & Duggan is instructed to close the Macquarie Bank TD04 account and pay the current principal (\$168,717.38) plus interest into the Sinking Fund cash account.

- Bright & Duggan is instructed to establish a new Term Deposit investment account with the Bank of Queensland on 25 February 2026 to be designated **UP4787 TD05 Sinking.**
- All funds in the Sinking Fund cash account (including interest receipts above) are to be invested the same day into this TD05 Sinking account for a three-month term at the most competitive interest rate available. Investment confirmation is to be provided to the Committee on completion.

Levy Situation

3.11. Levy Arrears: \$41,762.57

- 41 units are currently in arrears:
 - 17 units have outstanding amounts of less than \$100
 - 18 units have not made any payment towards their 1 December levy
 - 2 units are subject to legal action, with arrears exceeding 90 days. Details are provided below.
- Owners are reminded that 10% per annum interest is being applied to overdue accounts.

3.12. Legal Situation.

3.12.1 Unit 205. INSTRUCTIONS FOR SOC [GL 250316] : The Owners - Units Plan No 4787 v PAPASTAMOS, Maria (Lot 205).

On 19 January the following request was received from Grace Lawyers:

*We refer to the above matter. A Letter of Demand (LOD) was issued on 4 December 2025, seeking payment in the amount of \$4,356.60 within 14 days. Upon perusal of the **attached** owner ledger, we note that no payment has been made towards the amount requested in our LOD. As such, **we would now recommend commencing legal proceedings against the debtor** by way of preparing and filing a Statement of Claim against them.*

Action: The Committee unanimously approved this recommendation and authorised the Strata Manager to instruct Grace lawyers to commence immediate legal proceedings against Unit 205.

3.12.2 Unit 157. INSTRUCTIONS FOR SOC [GL 250316] : The Owners – Units Plan No 4787 v ZAHABI, Najee (Lot 157)

On 19 January, Bright & Duggan received the following request from Grace Lawyers:

*A Letter of Demand (LOD) was issued on 4 December 2025, seeking payment in the amount of \$4,044.09 within 14 days.
Upon perusal of the attached owner ledger, we note that no payment has been made towards the amount requested in our LOD. As such, we would now recommend commencing legal proceedings against the debtor by way of preparing and filing a Statement of Claim against them.
Please confirm whether you agree with our above recommendation.*

Post Meeting Decision. The Strata Manager provided this legal notice to the Committee immediately after the conclusion of the EC meeting.

As the Committee had approved legal action for a similar amount in item 3.12.1 above, and would not meet again for another four weeks, the Committee unanimously agreed out-of-session to accept this recommendation. The Committee authorised the Strata Manager to provide the necessary documentation to Grace Lawyers and to instruct them to commence immediate legal proceedings against Lot 157.

4. MATTERS FOR DECISION

4.1. Out-of-Session Decisions. The Committee took the following decisions out-of-session following its meeting on 4 December 2025. These three decisions are confirmed.

4.1.1. Douglas Wright – Garbage Chute Clean Building Service Agreement (BSA). Douglas Wright (our preferred contractor) provided a signed, hand-written quote for the 3-year BSA (received on 11 December). This has retained the same fixed price as the 2024 contract (\$3,780 ex GST) for another year. Increases in years 2 and 3 are limited to 3.1% a year.

The Committee agreed to accept this quotation on 8 January. The Strata Manager was authorised to finalise the BSA and issue the 3-year work order. The signed agreement was forwarded to Douglas Wright on 16 January 2026.

4.1.2. Southwell Engineering – Garbage Hoist Maintenance BSA. The Committee decided out-of-session to accept the 1-year quote (dated 16 Dec 2025) from Southwell Engineering as the company was not willing to commit to a 3-year agreement.

Bright & Duggan was authorised to prepare the work order and the EC Chair signed the BSA on behalf of the Owners Corporation (OC) on 16 January 2026.

4.1.3. Unit 80 – Sprinkler Water Leak. The owners of unit 80 notified the Committee via BuildingLink (and the Building Manager via SMS) on 9 January that they had a sprinkler leak in the roof space of their second bedroom. With their agreement, CEFA attended that evening, cut a hole in the ceiling and completed a temporary repair. The owners provided further details to the Strata Manager on 12 January and requested advice on how best to proceed with the repair.

The Strata Manager had formally advised the Committee the sprinkler system is an essential common area service that operates via an easement into each unit. The repair of the sprinkler system and associated ceiling and other damage is therefore an OC responsibility. It was noted that the same advice had been received for a similar incident in 2023.

The Committee agreed out-of-session on 13 January to have the necessary work order issued to CEFA so permanent sprinkler repair work could commence immediately.

In discussion at the meeting, the Committee agreed to consider whether current House Rules provide sufficient clarification for owners on OC responsibilities and insurance related matters and to seek further advice as needed.

The Strata Manager noted he would also follow-up the issue of proper functioning of the out-of-hours emergency contact service as he was not notified of this event. The question of other repairs to Unit 80 is considered at item 5.5.

4.2. Access Control and Intercom BSA. While Fermax has been our preferred supplier to date and had reduced its proposed BSA increase from 20% to 5% a year, the Committee took an in-principle decision in December to allow for a contestable BSA as Fermax has closed its Canberra office and they are not always easy to deal with remotely. Unfortunately, the Building Manager has been unable to identify other service providers offering a similar level of service and expertise on these systems.

Following discussion, the Committee agreed to accept the revised offer from Fermax (\$2,821.35 ex GST in year 1, with 5% annual increases). The Strata Manager was authorised to prepare a 3-year work order (to 30 September 2028) and the EC Chair was authorised to sign the 3-year BSA with Fermax.

4.3. Bin Lifter and Compactor BSA. The Committee had received only one quote for this new 3-year agreement before its December meeting (from Baxter Engineering for \$3,600 ex GST, increasing by 3.75% in years 2 and 3). The Building Manager was asked to follow-up with other providers. He has not received any other quotes to date as WasTech has not responded and Southwell Engineering has declined.

The Committee sought advice from the Facilities Manager as the Baxter quote is an 82% increase on the current contract (\$1,980 ex GST a year). Matt Benedetti suggested that six-monthly (rather than quarterly) servicing should be sufficient for this equipment.

In discussion, the Committee agreed this could be a useful way forward and asked the Building Manager to obtain a six-monthly servicing quote from Baxter Engineering. The Committee agreed to take a decision on this BSA out-of-session.

4.4. CCTV and NPR System Maintenance. The Building Manager had received three responses to the proposed BSA in December 2025 (from Wormald, Securitas, Chubb) but had not heard back from ARA Security. Each of these quotes is at least 45% dearer than (and in one case more than double) the ARA tender proposal on 17 September 2025 (fixed price of \$3,000 ex GST a year for 3 years).

As the ARA Security tender has a similar Scope of Work, the Committee agreed to accept their 3-year proposal (rather than proceed with the BSA). The Strata Manager was authorised to prepare the work order for the period from 1 January 2026 to 31 December 2028. This should provide for six monthly preventative maintenance of the CCTV and NPR Systems in April and October each year as per their tender.

The EC Chair was authorised to sign the contract on behalf of the Owners Corporation. The Strata Manager was authorised to notify ARA Security that their tender proposal had been accepted and to forward the signed contract and work order to them.

4.5. Gym Maintenance. GymQuip has submitted a new preventative maintenance contract for 2026, providing for a regular monthly service of all gym equipment (both cardio and weights gyms).

The Committee approved this contract, noting the quoted price (\$2,850 plus GST per annum, payable in advance) is unchanged from 2025 and it also includes the two new items of gym equipment approved at the AGM (installed on 5 January). The Strata Manager was authorised to sign the new contract on behalf of the Owners Corporation and to make this annual payment.

4.6. BuildingLink and Resvu. The BuildingLink contract was extended for 3 months to 7 February 2026 to allow for a proposed transition to Resvu's maintenance and communication platform. However, the Chair has advised several important functionality issues remain to be resolved. While there is a meeting with Resvu later this week, these issues will take some time to be addressed. BuildingLink has also offered a 20% discount to remain with them for a full year (\$5,365.80 plus GST).

The Committee agreed to seek a 12-month contract extension with BuildingLink (to 7 February 2027) so that the ResVu software can be more fully explored and potentially tailored to Ivy requirements. The Strata Manager was authorised to negotiate this extension (and 20% discount) with BuildingLink before the current contract expires.

4.7. Basement Entry Door – Safety Bar Extension. As requested at the October meeting, Point FS has provided a quote to supply and install a 6-metre-wide height clearance bar across the driveway entry to limit potential for damage to plumbing and sprinkler infrastructure inside Basement 1 (Quote QU-0494 of 15 December for \$1,657.86 ex GST).

Committee members advised they have further investigated this proposal together with the Building Manager. Our sprinkler system and drainage systems are less exposed than at Trilogy (which prompted the query). The main risk is to the basement entry door (which a wider safety bar would not necessarily

protect as a resident had previously pushed past contact with the safety bar before contacting the roller door). After discussion, the Committee decided not to proceed with this improvement at this stage.

4.8. Flooring Alteration Request – Unit 24. The owner submitted a flooring alteration request on 18 December for their two bedrooms. The Building Manager has reviewed the details of the proposed hybrid vinyl flooring system and advised the supporting documentation claims that a 6-star acoustic performance rating should be achieved.

The Committee noted the owner has submitted a satisfactory floating floor application and is committed to meeting or exceeding the 5-star minimum acoustic requirement. The Committee approved the application and asked the Strata Manager to notify the owner.

4.9. Alteration Request – Unit 152. The owner submitted a building alteration request on 19 December for a qualified electrician to install additional power points and (potentially) a ceiling fan.

The Committee noted the application was sufficiently detailed and approved the proposed electrical alterations. The Strata Manager is asked to advise the owner. The Building Manager is asked to ensure that minimum sprinkler head clearances are maintained if the ceiling fan installation goes ahead.

4.10. Replacement Lighting. At the Committee's request, the Building Manager has obtained two quotes for replacement of an outdoor pool deck light, 2 batten lights in the basement and the LED strip light (and driver) in the indoor pool area. These are from GMH (#QT02148 for \$1,517.50 ex GST) and Maritex (#88005 for \$3,838.00 ex GST).

The Committee accepted the GMH quote and authorised the Strata Manager to issue the work order.

4.11. Cardio Gym GPO. Following GymQuip's rearrangement of the cardio gym equipment, the Building Manager has suggested we install a new GPO to relocate the recently purchased Climbmill to the window side of the cardio gym. Two quotes were received - GMH (#QT02147 for \$780.00 ex GST) and Maritex (#88067 for \$985.00 ex GST).

The Committee accepted this GMH quote and authorised the Strata Manager to issue the work order. The Committee agreed that Maritex has not been providing competitive quotations for minor additional electrical work for some time and asked the Building Manager to obtain at least 3 quotes in future for all non-contract electrical work (excluding Maritex).

4.12 Community Room Modem. A Committee member put forward a proposal to purchase an Optus 4G (or 5G) modem for the Community Room. 4G Home Internet plans would cost approx. \$38 per month.

The Committee noted there were several aspects to consider, including access and connectivity, and agreed in-principle to explore the proposal further.

5. MATTERS FOR DISCUSSION

5.1. 6-year Warranty Report. Milin Builders attended the site on 4 December (with INDESCO Structural Engineers) following lodgement of the 6-year Warranty Report at the end of October 2025. The stairwell nib wall near Townhouse 279 has already been repaired. The Building Manager confirmed with Milin on 13 January that they will address the front walkway expansion joint issue in the coming weeks. Taylors is also due to carry out further work on the South Tower curtain wall in mid-February.

While the EC has yet to receive a formal response to the 6-year Warranty Report, the Committee was pleased to note Milin has already begun remediation of several items and thanked the Building Manager for continuing to progress these warranty issues.

5.2. Otis Lift Maintenance. The drive unit in lift 3 (South Tower) failed on 9 December, triggering a fire alarm and lift shutdown. The Fire Brigade confirmed there was no fire but there was a noticeable smell from damaged electrical components. The Hazmat Team took 1 1/2 hours to clear the building. The

Committee emailed all owners later that same day. The damaged components were replaced and the lift returned to service on 23 December. Otis has apologised for this disruption.

This is the second occasion there has been a major issue with Otis lifts (given the fire in lift 4 in Sep 2020). As there have been ongoing concerns with lift maintenance, the Committee noted it has scheduled a meeting with the Otis ACT Regional Manager, Michael Salter, on 22 January. The Building Manager was invited to attend.

5.3. Community Room Kitchenette. The EC Working Group met on 4 December to consider the main design elements of the proposed kitchenette. The Working Group agreed the project should be done to a commercial standard, with a 20mm stone bench top, timber panelling (and any doors) in 2-pac and drainage on the far right-hand side (to maximise available space). Optional extras include a microwave and microwave shelf, an internal storage bin and either vinyl wrap or 2-pac cupboard doors. Draft working drawings and cabinetry specifications have been prepared for consideration.

As requested, WaterTight provided a detailed quote on 7 January (#37545 for \$11,697.83 ex GST) for the associated hydraulic works. This covers all necessary components including concrete scanning and installation of new drainage pipework, new hot and cold-water lines, installation of a sink and tap fittings, preparation and lodgement of updated hydraulic plans and both Certifier and Government approval costs.

The Committee agreed to seek quotes from at least 3 bespoke kitchen cabinetmakers and asked the Building Manager to obtain another two plumbing quotes for this work (the Strata Manager offered to provide names).

As the budget implications are uncertain, no decision can be taken at this stage. The Committee noted the total project cost is potentially double the estimate submitted to the AGM in November (\$9,700 ex GST) and the approved motion would require all funding to come from cash reserves.

5.4. Community Room Greenery. An EC member has submitted an Improvement Proposal to purchase two indoor artificial plants for the Community Room (see **Addendum 2**). The estimated cost is \$1,100, including GST and delivery.

The Committee approved the Improvement Proposal, noting that artificial plants were part of the Community Room upgrade motion approved at the 2024 AGM and were provided for in last year's budget. The two plants come pre-potted in a textured ceramic planter. The Treasurer was authorised to arrange their purchase.

The Committee noted some measures should be taken to better stabilise the existing artificial plants in the front foyer (given high wind issues) and asked the Treasurer to examine.

5.5. Unit 80 – Sprinkler Leak. The Committee has confirmed this repair work is an OC responsibility (see item 4.1.3). It is a separate matter whether the OC wishes to lodge an insurance claim for this event.

Committee members obtained advice from our insurance broker, AJ Gallagher, on the proper process to follow if the OC wishes to lodge a claim. All flood-related claims are subject to an excess of \$10,000 under our CHU building insurance policy. Indicative repair quotes can be obtained (to gauge likely repair costs) but no repair work should be done until a decision is taken (or not) to lodge a claim. If a decision is taken, a CHU assessor must be appointed to assess the damage (cost approx. \$600) and the broker then manages the claim.

The Committee noted the owner has provided detailed photos of the damaged caused. The Building Manager has obtained one quote (from Flamboyant - \$2,127.27 ex GST) to repair and repaint the ceiling gyprock. As this estimate is substantially less than the flood-related excess, the Committee agreed not to submit an insurance claim and the OC would meet all repair costs itself.

The Committee agreed to expedite the process and requested the Building Manager to obtain two more gyprock/painting repair quotes as soon as possible (the Strata Manager has suggested names). A decision will be taken out-of-session.

5.6. Unit 59 – Possible Insurance Claim. The owner of unit 59 has advised the Committee of a possible insurance event on 3 January, claiming storm damage within their unit due to a strong wind gust. The owner has provided photographic evidence of the damage and the Building Manager has confirmed the general details.

Prior to the meeting, the Committee asked the Strata Manager to provide advice on recent ACAT rulings regarding Owners Corporation responsibility for repairs and maintenance when the damage is reported to be solely within an owner's unit property.

The reported storm damage to Unit 59 is to an internal panel of a double-glazed bedroom window and to an internal bedroom door. The Strata Manager advised that as neither form part of the common property nor are they defined parts of the building as outlined under Section 24 of the Unit Titles (Management) Act 2011, internal repairs and maintenance are the sole responsibility of the unit owner. An insurance claim may be possible (building-related damage to an owner's unit is covered under The Ivy's Strata insurance policy) if this is confirmed as an insurable event. The Owners Corporation lodges the claim (this would be subject to the standard policy excess of \$5,000) and the insurer (CHU) then determines if it is an insurable event.

The Committee requested the Strata Manager to advise the owner of unit 59 of the above and to provide any assistance they require in clarifying their ability to make a possible insurance claim.

5.7. Building Insurance - Legal Advice. At its December meeting, the Committee agreed to meet the replacement cost of water damage to a floating floor in unit 78, noting that payment is subject to legal confirmation. The Committee authorised Bright and Duggan to obtain legal advice from Kerin Benson Lawyers on the operation of Section 100 and related provisions in the UT(M)A.

The Strata Manager advised that Kerin Benson had provided an initial response but this required further work to address the specific issues raised. He has provided further instructions to Kerin Benson and undertook to circulate the updated advice to the Committee. The Committee agreed to review this advice when received, so that it has a clearer understanding of the OC's role for repair and maintenance versus the provisions for insurance.

5.8. Annual Painting Program. The Building Manager has scheduled a meeting with Higgins Coatings on 2 February to discuss their service provision under the current contract. This is year 4 of their 6-year painting maintenance contract (\$20,499 annually for 180 hours of work).

The Committee noted there is a concern that Higgins Coatings may wish to re-negotiate the contract. The Committee's preference remains that it wants to retain more flexibility than may have been envisaged by Higgins in 2023, namely for painting to be done in two six-monthly stages each year with the Committee to advise its painting priorities for each stage, including between inside and outside work. To date, Higgins has been willing to advise how many of these items can be delivered for the contracted amount and this has been agreed at each stage.

The Committee noted that if this current system is no longer acceptable to Higgins and it wishes to withdraw from the contract, it is willing to consider other painters.

5.9. Additional CCTV Cameras. The Building Manager was asked to obtain quotes to move an east-side BBQ camera and to install up to five (5) new cameras to cover potential "black spots" in coverage – the Community Room, rear of the Townhouses (given the recent theft), both B1 waste rooms and the parcel shelf area in the lobby. He has received one quote to date (from Securitas Australia - \$13,510.05 ex GST) and was still waiting on quotes from Chubb and ARA Security.

Given current budget constraints, the Committee decided that its preference is for only one additional camera at this stage (to improve security at the rear of the Townhouses). The EC Chair will discuss with the Building Manager, including the separate issue of moving the camera on the east-side BBQ.

5.10. West-side Garden Gate and Boundary Fence. Three teenagers were caught jumping over the Oaks Canopy boundary fence on 28 December near the outdoor pool BBQ area. Additionally, the Perspex screen on the front metal garden gate was damaged again on the evening of 12-13 January, allowing unrestricted access around the west side of the building. Owners have also advised of occasions when this gate has been propped open for several days. As a result, non-residents have been getting ready access to the building grounds and have used the outdoor pool on multiple occasions.

The Building Manager has arranged for temporary repairs to prevent unrestricted access. The Facilities Manager has recommended the installation of a fine mesh steel plate across the full width of the gate and fence (powder coated to match), with a fabricated metal shroud to protect access to the gate handle from above. The estimated cost for materials from Point FS is \$1,250 plus labour (the mesh and colour coating is a special order).

The Committee accepted this quotation and authorised the Strata Manager to issue a work order to Point Facilities Solutions. The Committee also agreed to review the adequacy of existing fencing and security arrangements along the Oaks Canopy boundary and asked the Building Manager to obtain quotes from GMH (and two others) for extra lighting on the west side wall of the building.

5.11. Pool Maintenance. The Building Manager is asked to discuss and prioritise for the following maintenance with Total Pools:

- Have the Dolphin cleaner checked by authorised dealer. It is not as effective as it was.
- Clean indoor/outdoor Pool scum lines
- Skimmer baskets to be regularly emptied.

5.12. Garden Maintenance. The Building Manager is asked to discuss and prioritise the following maintenance with Luxe Horticulture:

- Pool garden needs trimming
- End pipe covers to be purchased and installed to protect end pipes
- Tree suckers to be removed from Native Garden
- Tree suckers of Magnolias and others to be removed
- Top up tan bark in Native Garden
- Weeding, dead plants and rubbish needs attention
- Luxe to be made aware that pool lawn and close garden debris is ending up in pool. Can we get it vacuumed rather than blown?

5.13. Kids Playground. A resident has asked the Committee to consider possible improvements for the Kids Playground area, given there is little equipment suitable for 6–10-year-olds. A commercial grade trampoline was one suggestion (although this raises maintenance and liability issues and is not typically included in strata complexes).

Following discussion, Donna MacPherson has offered to discuss other options with interested residents, including the possibility of arranging some kid group activities.

6. MATTERS FOR NOTING

6.1. Quarterly Levy Contributions. First quarter levy contributions were due on 18 December. Many owners are behind. On 19 January, Bright & Duggan provided advance advice to owners of next quarter's levy payments (due on 1 March).

Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305). Accounts do not go legal (and interest is not charged) if an approved payment plan is in effect.

6.2. Recent Thefts. There was a break-in early in the morning of 22 December, with the theft of an owner's road bike and damage to The Ivy's front roller door and a stairwell entry door near Townhouse 279. The matter was reported to the police (incident number 8255174).

A male and female tailgated other residents into Ivy on the afternoon of 6 January and subsequently stole three parcels from the parcel shelf as they were departing. CCTV footage of the theft has been captured.

6.3. Smoking and Cigarette Butts. Several residents have complained about a buildup of cigarette butts on their balconies or garden courtyards from the units above them. There is also an added fire risk.

At the Committee's request, Bright & Duggan circulated a formal notice on 14 January 2026. All owners, including those who rent out their units, are reminded The Ivy has an explicit rule against smoking in common areas and that smoking on unit balconies must not cause a nuisance to any other resident (OC Rule 13).

Owners are asked to act responsibly and to ensure their guests and tenants are also aware of this requirement as they remain responsible for them at all times. Cigarette butts also must be disposed of properly and not left lying around on outdoor furniture or on balcony floors. Failure to do so could result in a Rule Infringement Notice (and associated administrative fee of \$198).

6.4. Outdoor Furniture. As agreed at the AGM and approved by the Committee last month, 6 outdoor lounges, 3 tables and 18 chairs were delivered before the Christmas break. The additional furniture should help improve our outdoor dining experience, especially over the summer period. Initial feedback from residents has been very positive.

6.5. Balustrade Failure. A glass balustrade shattered on Level 5 North Tower on 8 December (cause not known). The Committee authorised a work order the same day, and Capital Glass has ordered a replacement balustrade (installation has been delayed due to the Christmas shutdown). With help from several Ivy owners, the Building Manager cleaned up the broken glass and installed a temporary barrier the next day. Point FS has also replaced the paver damaged immediately underneath.

6.6. Hot Water System – Full Upgrade. WaterTight completed the full replacement and upgrade of Origin Energy's hot water system on 18 December. The estimated installation cost was \$163,388 ex GST, but this was fully funded by Origin Energy (i.e. zero cost to the Owners Corporation) as agreed with the Executive Committee in June 2025. The Building Manager has confirmed the work was done to a very high standard, the site was left clean and tidy following completion, and there have been no hot water issues since.

6.7. Fire Hydrant System – Sprinkler Isolation Butterfly Valve Replacements. The Building Manager advised that Capital Fire (subcontracted by CEFA) has replaced 17 of the required 32 sprinkler system shut-off valves that need replacement. He is seeking advice regarding when the remaining valves (13 x 50mm and 2 x 80mm) are going to be replaced so the hydrostatic test requirements can be met.

6.8. Canberra Sweeping – Basement Wet Sweep BSA. A 3-year contract (to 30 Sept 2028) was signed on 17 December, with 6-monthly servicing of both basements due in March and September each year.

6.9. AM&DM - Roof Maintenance BSA. A 2-year fixed price contract (to 30 Sept 2027) for preventative maintenance of Townhouse and all lower Colorbond roofs was finalised on 9 December 2025.

6.10. Point FS - Garbage Chute Maintenance BSA. A new, 3-year fixed price contract (to 30 Sept 2028) with Point FS for preventative maintenance of the garbage chute system was finalised on 16 Jan 2026.

6.11. Pool Umbrellas. The pool umbrella closest to the western BBQ area is currently unusable (jammed locking bolt). The Building Manager is addressing this as a warranty repair with Outdoor Elegance. Two new straps have been purchased for the outdoor pool umbrellas as one of the straps had gone astray (one to replace this and the other as a spare). New eyelets will be inserted in the remaining straps to better secure them to the umbrella poles.

Given the risk of high winds, residents are asked to take due care when using these umbrellas and ensure they are all closed down and tied when you leave the pool area (even if you didn't put them up).

6.12. BBQ Facilities - Cleaning. Several BBQs were used and not cleaned over the Christmas and New Year period. Residents are reminded these are a community facility and must be cleaned so the person after you is able to use them.

6.13. Shower Maintenance. A work order has been issued for WaterTight to replace the shower head hoses in both male and female bathrooms near the indoor pool as they are starting to deteriorate.

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting closed at 10.32 am.

8.2. The next EC meeting is scheduled for Tuesday, 17 February 2026.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

Maintenance Activity or Building Works or Activity Completed

- Townhouse nib wall separation - Milin
- Angle install around acoustic panel trim - PointFS
- Graffiti removal - Sprayjet
- Bluestone paver replacements - BM
- Podium paver cutting and replacement - PointFS
- Decking board cutting and replacement - PointFS
- Balustrade shattered glass cleanup and make safe - BM
- Attack hydrant sign rectification - BM
- Lift 3 drive controller replacement - OTIS
- Lift 5 door catch/release mechanism adjustment - OTIS
- Carpark roller door motor replacement - ACT Doorland
- Carpark roller door service - ACT Doorland
- Waste room roller doors service - ACT Doorland
- Assisted chin/dip machine installed - GymQuip
- Cardio stepper installed - GymQuip
- Planting of new plants near front entry lobby & HVAC plenum in middle of driveway/walkway – Luxe Horticulture
- Townhouse verge mulching - Luxe Horticulture
- December 2025 monthly maintenance - SEDA
- Bait station inspect & bait replenishment - Royal Pest Control
- Ground floor pest spray - December 2025 - Hart Pest Control
- New LED batten installed above north lobby basement 1 shared zone - GMH electrical
- Hot water plant overhaul - Origin/WaterTight
- Grundfos hot water circulation pump controller replacement - Watertight
- Garbage chute clean - September 2025 service to be done in November 2025 - Douglas Wright Group
- Garbage skip and recycling cart cleaning January 2026 service - ACT Wheelie Clean

Major Works or Activity Forecast

- Ongoing with Milin & TWS - Curtain wall water ingress – South Tower level 8
- Front entry pathway expansion joint - Milin
- 6-year structural defect report review & response - Milin
- Balustrade replacement level 5 - Capital Glass ACT
- Double glazed floor to ceiling glass pane rectification - Taylors Windows
- Hydrostatic test on the fire hydrant system - CEFA
- Replacement of remaining 15x bypassing sprinkler shut off valves - CEFA
- Monitor handle sets on entry/exit ground floor doors - BM
- Eastern BBQ camera relocation - TBC
- Quotes for 5 additional cameras - TBC
- ANPR & CCTV building service agreement proposals - TBC
- Investigate & rectify non-working swipe reader - eastern BBQ area - FERMAX
- January 2026 access control maintenance - FERMAX
- Explore options for upper roof liquid waterproofing membrane maintenance - BM
- Lift button replacement - OTIS
- Outdoor pool & spa INSNRG floor suction pumps - still operational but being monitored - TBC
- Outdoor pool sand filter INSNRG pump - still operational but being monitored - TBC
- Outdoor pool heater #3 no flow investigation - Total Pools
- Outdoor pool small, cracked pedestal paver rectification - BM
- Disabled door painting - To be done in 2026 - Higgins
- Shower head hose replacements in male & female toilets - Watertight
- Outdoor umbrella rectification/warranty repair - Outdoor Elegance
- Outdoor pool area grass patch rejuvenation - TBC
- Downlight replacements throughout floors - ongoing - BM
- Replace ground light in outdoor pool area - TBC
- 1x LED Strip light in indoor pool area - TBC
- 1x LED strip light driver in indoor pool area - TBC
- LED batten outside south basement 1 lobby (adj to storage cage 207) - TBC
- 1200mm led light in garage 273 - TBC
- Obtain November 2025 PPM Service report - Watertight
- Sanitary pump quote – WaterTight
- Remove tagged items - BM.

ADDENDUM 2





UNIT PLAN 4787
The IVY
Improvement Proposal

PROPOSAL TITLE: GREENERY IN COMMUNITY ROOM

SUMMARY OF PROPOSAL:	Greenery in Community room
ESTIMATED COST:	\$1,100
PROPOSED BY:	Julianne O’Brien
SECONDED BY:	Executive Committee members
DATE SUBMITTED TO EC:	20/01/2026
SUPPORTING DOCUMENTS:	https://roguehome.com.au/

DESCRIPTION

PROPOSAL	Purchase artificial plants for the Community room from Rogue - https://roguehome.com.au/
RATIONALE	Artificial plants were included in the 2024 AGM approved motion to upgrade the Community Room . 1. Proposed plant - Faux Ficus Tree - Trillium Planter 192cm high – \$699 (free delivery)
	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Rogue’s Ficus Tree will elevate any room from plain to fabulous instantly. Potted with faux soil detail in our Trillium Planter, our faux Ficus Tree has a commanding presence, standing 192cm tall and features slender, glossy foliage on lifelike, arching branches. The wide textured Trillium Planter elevates it further with rustic charm.</p> <ul style="list-style-type: none"> • Stands 192cm tall • Fully wired for easy styling and positioning • Exclusively designed for indoor use • Styled in a lightweight and durable planter <p>https://roguehome.com.au/products/faux-ficus-tree-trillium-planter-192cm? pos=2& sid=416b58092& ss=r</p> </div> </div>

	<p>2. Faux Grass Plant - Trillium Planter 170cm - \$399⁹⁹</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Escape to the countryside with Rogue’s Faux Grass Plant, nestled in a beautiful textured ceramic Trillium planter. Standing at 170cm, this piece evokes a sense of natural serenity with wispy long grass and fluffy flocced reeds for a realistic touch. Realistic faux soil for added detail.</p> <ul style="list-style-type: none"> • Posable stems let you model to your liking. • Comes pre-potted in a beautiful textured ceramic Trillium planter. <p>https://roguehome.com.au/products/faux-grass-plant-trillium-planter-170cm</p> </div> </div>
BENEFITS:	Upgrade to Community Room
CONSULTATION:	AGM motion
PRIORITY:	Purchase on approval
TIMEFRAME:	ASAP

IVY EC CONSIDERATION

EC MEETING DATE:	20 January 2026
SUMMARY OF DISCUSSION	Artificial plants were part of the Community Room upgrade motion approved at the 2024 AGM and were provided for in last year’s budget.
BUDGET:	\$1,100, including GST and delivery.
ACTION:	PURCHASE APPROVED

Proposal submitted to THE IVY Executive Committee by email: ivyec@ivy2606.com



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: Community Room/15 Irving Street, Phillip
Date: Thursday, 4 December 2025
Time: 8.30 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean, Julianne O'Brien, Kevin O'Brien, Guy Hutchison, John Risk, Donna MacPherson (until item 5.7), Carol van Gelder (until item 4.3).

Apologies: Nil.

Bright & Duggan: Tristan Veurink (Ivy Strata Manager), Khevna Patel

1.2. New Committee Induction. The Strata Manager opened the meeting. The seven owners above were elected at the 7th AGM to serve as the new UP4787 Executive Committee (EC) for 2025-26.

In keeping with The Ivy's Owners Corporation Rules, each member confirmed to the Strata Manager they understand and accept their legal obligations under the UT(M)A and agreed to abide by The Ivy's governance arrangements (Rule 12). Members completed their induction process by signing and dating the EC's Code of Conduct Agreement (as returning members, an induction checklist was not required).

1.3. Office Bearers. The Committee elected the following office bearers for 2025-26:

Chairperson: Don Mclean (unit 264)

Treasurer: Julianne O'Brien (unit 52)

Secretary: Kevin O'Brien (unit 259)

John Risk also offered to assist with some secretarial duties.

The Committee noted that decisions at this meeting take effect once the AGM reduced quorum period expires on 9 December 2025.

1.4. Conflicts of Interest. Carol van Gelder advised her interest in Item 5.6, but she left the meeting before that part of the discussion.

1.5. Previous Minutes. A minor correction to the post-meeting note (recording the timing of a vehicle burnout in the front driveway on 24 October) is noted below (item 4.1.1). The Minutes of the EC's meeting on Tuesday, 23 October 2025 were then confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report. (21 November 2025) – Rating 65/75 (86.7%). Bright & Duggan was authorised to email this Building Condition report to Ivy owners for information.

The Report highlights several matters:

- Tenants from the same unit were responsible for the two burnouts in the front driveway during October (item 4.1.1).
- Milin has begun work on some defects in the 6-year warranty report (item 5.3).
- The HW system is being completely replaced (at zero cost to the Owners Corporation). This requires a full shutdown of hot water services for two days (item 6.2 and **Addendum 6**).
- Parcel and other thefts remain an issue (item 6.4).

2.2. Project Activity Completed and Forecast (for details see **Addendum 1**). Owners and residents are advised that:

- An additional light is being installed above the North Tower pedestrian walkway on Basement 1 (item 4.1.5).
- Capital Fire has provided advice whether the sprinkler shut-off valves still need to be replaced (Item 5.5).
- The Building Manager is exploring options (and quotes) for refurbishment of the sauna (item 5.11).

3. TREASURER'S REPORT AND LEVY SITUATION

Overall Financial Position @ 1 December 2025

3.1. Total Owners' Funds: \$1,249,401.20

- Administrative Fund = \$367,567.42
- Sinking Fund = \$881,833.78

3.2. Owners Net Assets: \$1,249,401.20

- Assets = \$1,350,846.50
- Liabilities = \$101,445.30

3.3. Administrative Funds (less liabilities):

- Cash Account = \$91,935.90
- Total Investment Accounts = \$332,457.56

3.4. Sinking Funds (less liabilities):

- Cash Account = \$7,230.16
- Total Investment Accounts = \$903,350.41

Recent Investment Activity

The following investment activity has been undertaken since the Committee last met on 23 October (see **Addendum 2.1**). The Strata Manager will forward statements from Macquarie Bank.

3.5. Administrative Fund Accounts

- **TD03 Administrative Fund.** Matured on 24 November 2025. The principal (\$165,404.34) plus interest of \$1,690.75 (Total \$167,095.09) was reinvested for 3 months. The interest was paid into the Sinking fund cash account.

3.6. Sinking Fund Accounts

- **TD02 Investment Account:** The Macquarie Bank TD02 investment account, with a principal of \$450,000, matured on 24 October 2025 and was closed.
 - A new TD02 investment account was established with Bank of Queensland (BoQ) on 30 October 2025. A total of \$512,851.63 (comprising the matured principal, accrued interest and the Sinking Fund cash account balance) was invested for a six-month term at an interest rate of 4%.
- **TD04 Investment account:** The Macquarie Bank TD04 investment account matured on 24 November 2025.
 - The principal (\$160,183.21) plus interest plus the balance of the sinking fund cash account was invested for 3 months (total investment \$168,717.38).

New Investments

3.7. Progressive Closure of Remaining Macquarie Bank Accounts

The Committee accepted the Treasurer's recommendation the five remaining investment accounts with Macquarie Bank (TD01, TD03, TD04, TD05 and TD06) be closed upon maturity, with the funds to be invested in term deposits with the Bank of Queensland (BoQ).

- Macquarie Bank has consistently offered UP4787 interest rates lower than those advertised, often by 0.5–1%. For example, TD01 was invested at 3.95% on 14 October compared to the advertised rate of 4.1%. By contrast, BoQ's TD02 six-month term deposit at 4% was exactly as advertised.
- In addition, Bright & Duggan currently bank with BoQ and their financial team has greater familiarity with BoQ's systems.
- This change should also improve the timeliness of investment confirmations, as information has often been delayed for some weeks.

The Committee instructed Bright & Duggan to reinvest these five investment accounts with BoQ as they mature at the best available interest rate. Specific details are provided in items 3.9 and 3.10.

The Treasurer identified other potential improvements to Bright & Duggan's financial management of UP4787, including improved transparency and information flow. The Strata Manager agreed to discuss these matters with the new Head of Finance at Bright & Duggan.

The Committee requested Bright & Duggan to set up a Sinking Fund cash account that is separate from the Administrative Fund cash account, as required by ACT legislation. The Strata Manager agreed to raise this with the new Head of Finance.

3.8. Renaming of Investment Accounts

The Committee agreed all investment accounts are to be renamed in the Bright & Duggan financial system and instructed the Strata Manager to make the necessary changes. This action will improve management efficiency by providing consistency and clarity for the Committee to identify which account belongs to each Fund.

The required changes are as follows:

CURRENT ACCOUNT NAME	ACCOUNT NUMBER	PROPOSED ACCOUNT NAME
Administrative Fund Investments		
TD01	208413526	UP 4787 TD01 Admin
TD03	201439973	UP 4787 TD02 Admin
TD05	tba	UP 4787 TD03 Admin
Sinking Fund Investments		
TD02	23598542	UP 4787 TD04 Sinking
TD04	252015235	UP 4787 TD05 Sinking
TD06	265338947	UP 4787 TD06 Sinking

Consistent with this convention, and the decisions above, the Committee accepted the Treasurer's recommendation that the following investment activity be undertaken in the coming weeks:

3.9. Administrative Fund Accounts

- **TD01:** The TD01 account with Macquarie Bank matures on 21 January 2026.
 - Upon maturity, Bright & Duggan is instructed to close the Macquarie Bank TD01 account and pay the \$165,362.47 principal into the Administrative Fund cash account. Interest earned is to be credited to the Sinking Fund cash account.
 - Bright & Duggan is instructed to establish a new Term Deposit investment account with BoQ on 22 January 2026, to be designated UP 4787 **TD01 Admin**.
 - An amount of \$170,000 from the Administrative Fund cash account is to be invested the same day into TD01 Admin for a three-month term at the most competitive interest rate available.
 - Investment confirmation is to be provided to the Committee immediately upon completion.
- **TD05:** The TD05 account with Macquarie Bank was closed on 7 October to support cash flow requirements.
 - Bright & Duggan is instructed to establish a new Term Deposit investment account with BoQ on 18 December 2025, to be designated UP 4787 **TD03 Admin**.

- An amount of \$100,000 from the Administrative Fund cash account is to be invested the same day in BoQ TD03 Admin for a three-month term at the most competitive interest rate available.
- Investment confirmation is to be provided to the Committee immediately upon completion.

3.10. Sinking Fund Accounts

- **TD06:** the TD06 account with Macquarie Bank matures on 14 January 2026.
 - Upon maturity, Bright & Duggan is instructed to close the Macquarie Bank TD06 account and transfer the principal amount of \$221,781.40 (plus interest) into the Sinking Fund cash account.
 - Bright & Duggan is instructed to establish a new Term Deposit investment account with Bank of Queensland (BoQ) on 15 January 2026, to be designated **UP 4787 TD06 Sinking**.
 - The Sinking Fund cash account balance as of 15 January is to be invested the same day in BoQ TD06 Sinking for a three-month term at the most competitive interest rate available.
 - Full investment details are to be provided to the Committee immediately upon completion.

Levy Situation

3.11. Levy Arrears: As of 1 December, 24 unit owners were non-financial. Levy arrears currently total \$14,720.52.

- 13 units owe less than \$100.
- Three units have not made a payment towards their 1 September 2025 levy.
- All overdue accounts are being charged interest at 10% per annum.

3.12. Legal Situation

- Unit 210. At its 23 October meeting, the Committee accepted Grace Lawyer's recommendation to commence legal action against this debtor and authorised the Strata Manager to issue recovery instructions. Grace lawyers confirmed legal action has been commenced in the above matter (ref: GL 253596).
- Payment Plans. Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305) to discuss a payment plan to help manage their levy contributions. The account will not go legal (and interest is not charged) if there is an approved payment plan in effect.

Auditors Report FY 2024-25

3.13. The Independent Auditor's Report for the 2024-25 financial year was circulated to owners on 30 October 2025. There were no qualifications in the Report. The Report was accepted at the 7th AGM meeting on 11 November 2025.

4. MATTERS FOR DECISION

4.1. Out-of-Session Decisions. The Committee took the following decisions out-of-session following its last meeting on 23 October 2025. These six decisions are now confirmed.

- 4.1.1. Unit 233 – Burnout in Front Driveway.** A resident in this unit performed a second burnout in the front driveway at 13.19 pm on 24 October 2025. Following receipt of CCTV evidence and in consultation with the Strata Manager, the Committee resolved on 29 October to issue a Rule Infringement Notice (RIN) for this second incident. The Building Manager has formally notified the Woden Police (ref 8200442).

The Strata Manager has informed the owner (copied to the property manager, Cream Residential) that they will be charged for the rectification costs of these two burnouts.

- 4.1.2. Suspension of RIN.** Following receipt of written undertakings from the owner and their agreement to fully comply with the OC's Rule 5 in future (Pets in Units), the Committee authorised the Strata Manager to suspend their current RIN on 30 October.
- 4.1.3. Electrodry Quote.** The Committee agreed on 4 November to accept the \$762.73 quote (ex GST) for E-guard treatment of the 16 new chairs in the Community Room. This work was done on 12 November. As one chair had already been stained by tenants using it while the area was still cordoned off for construction, the Committee authorised the Strata Manager to charge the unit owner for this cleaning cost (\$70). This has been done.
- 4.1.4. Basement Entry Roller Door.** ACT Doorland advised on 7 November the carpark entry roller door motor unit was showing considerable wear and tear and have quoted for its replacement (quote #A178844 of 12 Nov for \$7,990 ex GST). At the Committee's request, the Building Manager obtained a comparison quote from Capital Doorworks (quote #28704 of 19 Nov for \$6,550 ex GST) but this did not include the side guide rail, and they could not guarantee delivery before Christmas.

Given the motor is deteriorating noticeably and must be replaced before Christmas, the Committee agreed out-of-session on 25 November to accept the ACT Doorland quote. Bright & Duggan issued the work order the same day.

Post Meeting Note: The Building Manager advised that ACT Doorland was on site on 4 December and has replaced the roller door motor and guide.

- 4.1.5. Pedestrian Crossing - Basement 1.** The yellow zebra crossing was installed on 7 November and Point FS has installed rumble strips on either side. The Building Manager was asked to obtain quotes for an additional batten light to improve pedestrian safety as the area remains quite dark. Two quotes were received:

- GMH – \$382.50 ex GST (Quote QT02048 of 20 November).
- Maritex – \$530.00 ex GST (Quote QU-87159 of 17 November).

The Building Manager accepted the GMH quote under his Authorised Expenditure Limit and Bright & Duggan issued the work order on 26 November. The work is expected to be done next week.

4.1.6. Improvement Proposal - Outdoor Dining Furniture. Following discussion with the Strata Manager, the Committee agreed on 21 November to take advantage of the Black Friday sales. Orders were placed with (see **Addendum 4**):

- Earlier Settler: \$4,551.57 ex GST (including free delivery and installation) for:
 - A 300 cm Blake white aluminium dining table and 10 Lini white metal dining chairs.
 - A 240 cm Blake white aluminium dining table and 8 Lini white metal dining chairs.
 - An additional 240 cm Blake white aluminium dining table (to utilise six white metal chairs on the deck outside the cardio gym).
- Outdoor Elegance - Six Aspen white armchairs (with cushions) for the community lawn space (\$5,177.27 ex GST). These can utilise three white tables from the deck outside the cardio gym.

The total cost is \$9,728.84 ex GST, within the approved budget (\$9,900 ex GST). The Strata Manager has arranged deposits for these purchases and will make the final payments so delivery can be made before Christmas.

4.2. Building Service Agreements. The Strata Manager has received replies to the following requests for quotation sent out on 28 October 2025:

4.2.1. Garbage Chute Door and Discharge System Maintenance. Two quotes were received for this 6-monthly preventative and operational maintenance service (30 chute doors and 2 discharge doors). We did not receive a reply from WasTech, the current contractor.

- NextGen Chutes (quote #3256 of 5 Nov) - \$1,300 ex GST per service for one year. The quote does not specify future annual increases and excludes cleaning of the 30 metal chute doors themselves.
- Point Facilities Solutions (quote #0481 of 30 Oct) - \$1,538.23 ex GST per service (fixed price quote for 3 years, including a contract rollover). The quote includes disinfecting and cleaning all chute door metal surfaces.

The Committee agreed to accept the Point Facilities contract, given the fixed price and the cleaning of all chute doors. The Committee authorised the Strata Manager to provide the work order at Attachment 2, sign the BSA on the Owners Corporation behalf and forward the completed contract to Point Facilities Solutions. The Strata Manager was also asked to notify the unsuccessful tenderer with our thanks.

4.2.2. Colorbond Roofing. The Committee agreed at its last meeting not to approach other firms, confirmed AM&DM as its preferred contractor for maintenance of the Townhouse and other Colourbond roofs, and had proposed a 3-year agreement.

On 25 November, AM&DM provided a fixed price quote of \$1,158 for each 4-monthly preventative maintenance service in a 2-year agreement (to September 2027). This is a 12% increase (over 2 years) on the current agreement, but it provides for regular cleaning of the porte cochere roof (not done previously).

The Committee approved returning to a 2-year BSA and accepted the AM&DM quote of 25 November. The Committee authorised the Strata Manager to provide the work order at Attachment 2, sign the BSA on the Owners Corporation behalf and forward the completed contract to AM&DM.

The Committee noted that options for North and South Tower roof maintenance (wet membrane waterproofing) will be considered in the new year.

- 4.2.3. Bin Lifter and Recycling Compactor.** This BSA provides for three-monthly maintenance service of the SimPro Dumpmaster and the Wastepac Bin Press.

Requests for quotation were sent to five firms. Crown has advised they are unable to do at present and Sitecraft said they did not service the Bin Lifter. Only one quotation has been received to date, from Baxter Engineering for \$3,600 ex GST a year (quote # 2025-81-S3 of 6 Nov providing for three minor and one major service of each asset per year), increasing by 3.75% in Years 2 and 3.

The Committee noted this quote did not appear to be competitive, given the recently completed WasTech contracts totalled \$1,980 ex GST a year. The Building Manager is asked to follow-up with WasTech and Southwell to confirm if they intend submitting a quotation (to go to the Strata Manager).

- 4.2.4. Access Control and Intercom Systems.** Fermax had been identified as our preferred supplier in the past, given this is their equipment. However, their initial quote of 25 November 2025 provided for 20% increases each year of this new 3-year BSA. At the Committee's request, the Building Manager followed up. Fermax has now reduced their quote to 5% annual increases on their current contract.

In view of their approach and the Building Manager's concern Fermax is not always easy to deal with (they have closed their Canberra office), the Committee agreed this contract should be made contestable. On the Strata Manager's recommendation, the Committee agreed to approach Complete Security Solutions and Access & Intercom and offer a 3-year BSA. The EC Secretary undertook to prepare the necessary documentation and covering letter for the Strata Manager to circulate.

- 4.2.5. Remaining BSAs.** The Committee noted we are still waiting on replies for several other BSAs, including a proposed 3-year agreement to maintain the CCTV and NPR system (circulated on 19 November, with replies due by 6 December). The Committee agreed to finalise these remaining agreements out-of-session and requested the Strata Manager's and Building Manager's assistance in following up with these firms.

4.3. Unit 89 – Flooring Alterations. On 18 November, the Owners submitted a flooring application to the Strata Manager (with relevant details) to replace the carpeted areas in their unit with laminate flooring. Work is scheduled for 11 December. The Building Manager has reviewed the application.

Based on the Building Manager's advice that this will meet the minimum 5-star rating, the Committee agreed to approve this application and asked the Strata Manager to advise the unit owners.

4.4. BuildingLink and ResVu. The Committee agreed at its last meeting to transition away from BuildingLink to the Resvu platform for Strata, maintenance and building management communication, requests, and workflows. Resvu has offered a 20% discount on their annual contract fee for one year (at \$20 ex GST per unit or \$5,580 ex GST in total), and waiver of their normal setup fee.

During initial establishment of the ResVu portal for The Ivy, several discrepancies were noted with how ResVu integrates with Bright & Duggan's instance of StrataMax to import Strata Roll data (owners, residents, and property managers) and Ivy document hosts in StrataMax/DocMax. Several

committee members are working with Bright & Duggan and ResVu to analyse the cause of these issues so that they can be resolved before transition to ResVu.

The BuildingLink contract has been extended for three months from 7 November 2025 to facilitate this transition.

4.5. Christmas Carols. These were held in the Ivy Library area at 4 pm on Sunday, 7 December. Notices were placed in the lift foyers. The Committee wishes to thank everyone who helped organise and participated in this wonderful community occasion and agreed to purchase a small gift for the piano player and her daughter (up to \$80).

4.6. Emergency Lighting. The Building Manager provided three quotes just before the meeting to replace the 22 emergency light fittings identified in CEFA's Asset Service Report for October 2025:

- GMH Electrical - \$3,992.50 ex GST (quote QT02084 of 27 November).
- Maritex Commercial - \$5,175 ex GST (quote QU-87374 of 27 November).
- Apex Electrical and Data - \$4,770.15 ex GST (quote #721 of 1 December).

The Committee noted the wide difference in pricing and approved the GMH quote, given they have provided good service to date. The Strata Manager was authorised to issue the work order.

5. MATTERS FOR DISCUSSION

5.1. 7th AGM Meeting 11 November. The AGM Minutes were finalised on 17 November and circulated to owners the same day.

The Committee reviewed and confirmed the voting process and noted all 14 motions were adopted by a comfortable margin. The Committee was pleased the meeting ran smoothly, including for online owners, and extended its thanks to Bright & Duggan for all their preparations.

As the annual Administrative Budget has been agreed, the Committee has been authorised to implement the following Improvement Proposals.

5.1.1 Community Room Kitchenette. Following discussion, the Committee agreed to establish a small Working Group to progress this proposal, including to finalise the cupboard, fittings and bench top design and to seek quotes for its implementation. Interested OC members are welcome to join to help advise the Committee. The Building Manager is asked to obtain a quote from WaterTight for the plumbing and drainage system.

5.1.2 Gym Equipment Upgrade. The AGM approved the purchase of two new items of gym equipment – the weight-assisted chin dip and a Stairmaster Climbmill. The Committee noted the Strata Manager has placed the purchase order with GymQuip (\$9,840.09 ex GST with delivery and assembly). The Building Manager subsequently advised that delivery and assembly is scheduled for 5 January 2026.

5.1.3 Sundry Gym Equipment. As agreed at the AGM, the Gym sub-committee has prepared an Improvement Proposal for the purchase of small items of gym equipment (aerobic step, dumbbells and kettle bells) - **see Addendum 5.**

The Committee agreed to accept this Improvement Proposal as the purchases had previously been discussed at the AGM (estimated cost \$850 incl GST). The Strata Manager was authorised to place the purchase order with GymQuip.

5.2. Priorities for 2025-26. In addition to the AGM outcomes, the Committee identified and discussed its potential priorities in 2025-26. These are summarised in **Addendum 3**. The Committee noted several of these items are already underway and we will have an active work program in 2026.

5.3. 6-year Structural Warranty Report. Following extensive investigation and expert advice, the Committee finalised the 6-year Warranty Report on 30 October 2025 and the Strata Manager sent it to Milin Builders (copied to Amalgamated Property, the developer). The covering letter and a copy of the defect spreadsheet were emailed to owners on 3 November.

The Committee noted Milin and Taylors Windows were on site 7 November to carry out further resealing of the South Tower curtain wall. They claim to have addressed all areas noted on the last significant rain day. The Building Manager will continue to monitor this structural defect. The townhouse nib wall adjacent to the stairwell will also be addressed (but Milin has rejected full length capping).

Post meeting note: The Building Manager advised senior Milin personnel were on-site on 4 December. They have agreed to address several issues in the 6-year Warranty Report, including in the basement. Milin will be providing a written reply following their inspection.

5.4. Additional CCTV Cameras. The Building Manager was asked to obtain quotes for up to five (5) additional cameras to cover potential “black spots” in coverage – the Community room, rear of the townhouses (given the recent theft), both waste rooms and the parcel shelf area in the lobby.

The Committee noted it had not received the advice to date. The Building Manager was asked to follow-up with at least three firms so the Committee can assess relative priorities, with a decision to be taken at its next meeting.

5.5. Hydrostatic Testing – Isolation Valves. BM has followed up with CEFA and Capital Fire on 13 November. Capital Fire advised that there are pressure reduction stations on Level 5 as the diesel and electrical pumps are significantly oversized for the building. Too much pressure in the system may have caused the sprinkler isolation valves to bypass (and the hydrostatic test to fail).

Capital Fire has provided this advice to CEFA (and the BM) so that CEFA can consider whether there is a need to proceed with the isolation valve replacements. The Building Manager is asked to follow-up as a matter of priority.

5.6. Unit 78 – Water Damage. The owners alerted the Building Manager that there was water damage to their carpet and timber flooring on 31 October. WaterTight was asked to investigate and has rectified the problem, found to be a slow hose leak from their washing machine. The Building Manager arranged for Steamatic to supply blowers to dry the carpet and underlay. The owners of unit 78 have obtained a quote for like-for-like replacement of their hardwood flooring (\$1,903, incl GST).

The Committee noted that damage to floating flooring is covered by OC building insurance (identification of the water leak and damage to carpet is typically an owner responsibility and a matter for contents insurance). However, the above quote is less than The Ivy’s CHU policy excess for water damage (\$10,000) and the Corporation cannot submit an insurance claim (and may not want to due to the risk that the cost covered is outweighed by future premium and excess increases), so the question of who has responsibility for the repairs could be in doubt.

The Committee discussed written advice from the Strata Manager and the ACT Owners Corporation Network. It was agreed the relevant provisions in the Unit Titles (Management) Act are not straight forward and potentially open to differing interpretations. This is a complicated area of strata legislation.

The Committee agreed to get expert advice from Kerin Benson Lawyers and requested the Strata Manager to assist in the preparation of suitable legal instructions.

In the interim, given likely delays and so as not to disadvantage the owners, the Committee agreed to pay for the replacement of the hardwood flooring in unit 78 (Jobuck Floors quote #001015 of 19 November) from Corporation funds, noting the payment was subject to legal advice and may need to be reimbursed by the owners. The Strata Manager was asked to notify the owners accordingly.

5.7. Unit 233 – Burnouts. The tenants in this unit were responsible for the two burnouts in the front driveway during October. Rectification work has been only partially successful, despite multiple attempts by the contractor, and it is likely the tyre burn marks cannot be completely removed.

The Committee authorised the Strata Manager to charge the remediation costs to the owner's account. The Building Manager is asked to obtain these invoices from the contractor.

5.8. Unit 233. Damaged Front Door – Fire Certification and Painting. The Committee agreed at its 23 October meeting that failure to act would require the Owners Corporation to arrange both fire certification and painting of the front door, with costs to be charged back to the owner.

The Committee noted it is now three months since this damage was caused. Despite repeated assurances, neither the tenants nor the owner has rectified the situation and the tenants moved out at the end of November. Accordingly, the Committee authorised the Building Manager to arrange certification and door replacement/painting as necessary. The Strata Manager is requested to notify the owner that this process has been put in train. The costs for certification and rectification will be on-charged to the owners' strata account.

5.9. Unit 269 – Window Frame Repair. The resident advised on 24 November that there appears to be a gap in an external window frame (the outer vertical glazing seal may have fallen out). Milin's maintenance manager attended on 27 November and Taylors Windows subsequently advised the Building Manager that they were not willing to rectify.

The Building Manager is asked to clarify whether this defect is covered by the 6-year warranty period, given the late notification and lack of previous reporting of this issue (it was not included in our Milin letter of 30 October). Initial advice is that it may be outside the warranty period.

5.10. Basement Cleaning. The wet scrub of both basements was completed on 19-20 November. The Committee agreed at its 7 October meeting to clean the basement car parks twice a year and the next scheduled clean is due in May 2026.

Canberra Sweeping's current contract expires at the end of the year. As their service has been satisfactory to date, the Committee asked the Building Manager to obtain quotes from Canberra Sweeping for a 3-year agreement early in the new year.

5.11. Sauna Refurbishment. Following the September FMA meeting with the Facilities Manager, the Building Manager was asked to explore options (and quotes) for refurbishment of the sauna, as the timber benches have been deteriorating significantly. This Committee noted this assessment is still underway.

5.12. Front Walkway Pavers. Artisan Exteriors delivered the replacement bluestone pavers on 21 November. The Building Manager has confirmed that, at 600mm wide, these are double the size we ordered. Artisan Exteriors arranged for the tiles to be cut back to 300mm (we now have double the number ordered) and the Building Manager has already replaced several of the broken tiles.

5.13. Master Antenna Television Network (MATV). Opticomm advised the Strata Manager on 18 September that the building's MATV equipment (used to support free-to-air TV access via a centralised antenna system) is approaching end-of-manufacture and may soon be phased out. They maintain current MATV limits also affect their ability to upgrade the fibre network to support new Giga-speed services.

As we were not previously aware this was an Opticomm asset (the original contract with OPENetworks did not cover MATV) and their advice was somewhat ambiguous, the Committee asked the Strata Manager to request Opticomm to provide a copy of their original MATV contract. The EC Chair agreed to assist in this regard, including in relation to any proposed upgrade intentions and the basis for charging of these services.

5.14. Gardens and New Plants. The Committee noted the following report from the Ivy Gardeners:

- The previous contractor, All Seasons purchased additional plants (18 fishbone ferns and 22 agapanthus) but did not complete the work order before their contract ended. The plants were delivered to site on 20 November and were planted by Luxe Horticulture last week.
- Luxe are working well and have responded to requests promptly. They have completed re-mulching of the verges in front of the six townhouses. The existing ground covers were removed as they were relatively stunted.
- Removal of a patch of weed grasses in the Native Garden has been successful. A complete spray is due in the next fortnight.
- The fishbone ferns were moved from the planned Azalea planting area and have been planted near the pool BBQ.
- Impatiens were planted in the four outdoor pots near the Community Hub.
- The request from August 2025 for azaleas to be purchased to fill in the front entrance beds was confirmed on 3 December.
- Incorrect disposal of cigarette butts is still a problem, especially on the driveway exit.

The Committee took the following decisions:

- New hose and sprinkler fittings are required until full replacement of pool lawn can be undertaken next year. The Building Manager is asked to purchase under his AEL.
- The Strata Manager is asked to issue a work order to Luxe Horticulture to:
 - Replace the dead maple and old soil in the white pot outside the cardio room with a Bay Tree (cost approx. \$1,000).
 - Plant new lavenders in the four olive pots and replace the dead lavenders on the North raised garden bed with purple (cost approx. \$300).

As agreed at the last meeting, the Ivy Gardeners are preparing a list of priority staged work for the summer season.

5.15. Pools. The Committee had a brief discussion on the following matters:

- Several tiles are missing from the middle extract drain of the Indoor Pool. The Committee requested Bright & Duggan to issue a work order to Total Pools to rectify. This should include a complete tile clean, as per the contract.

- Indoor pool and spa temperatures have fluctuated for a few weeks but are now settling down. There is still a slight variation of the spa temperature, but Total Pools says this is normal.
- More attention needs to be paid cleaning of the outdoor pool due to high winds causing excess leaf litter. Pool baskets are sometimes blocking up. The Building Manager is asked to raise with Total Pools about the efficiency of the Dolphin motorised cleaner and to inspect the baskets daily during the summer.

6. MATTERS FOR NOTING

6.1. Quarterly Levy Contributions. As agreed at the AGM, there is a 3.5% increase in Admin Fund levy contributions and 20% increase in Sinking Fund levy contributions for the 2025-26 financial year. Bright & Duggan has extended the first quarter due date for levy contributions to 18 December 2025.

6.2. Hot Water System Upgrade. As negotiated earlier this year, WaterTight has been contracted to replace the current gas hot water system on behalf of Origin Energy. This is being done at zero cost to the Owners Corporation and notices have been placed in the lift foyers (**Addendum 5**).

WaterTight advised that each upgrade requires a complete shutdown of the hot water system for two days (one night) for each plant:

- 9 Dec (from 8.00 am) to 5.00pm on 10 Dec – Units on the ground floor to Level 8 (both Towers and the Townhouses).
- 11 Dec (from 8.00 am) to 5.00pm on 12 Dec – Units on Levels 9 - 14 (North Tower) and 9 - 16 (South Tower).

The Building Manager has placed notices in the lift foyers and Bright & Duggan will send a reminder email to all owners and residents.

6.3. Reduced Electricity and Hot Water Costs. As part of the above agreement to upgrade the OC's hot water system, the Executive Committee negotiated a 10% reduction in each owner's electricity tariff for the next 12 months. Origin Energy has emailed owners to confirm this reduction in electricity charges (from 28.3965 cents per kWh to 25.5573 cents per kWh) commenced from 31 October 2025.

Origin Energy also advised owners on 25 November that our centralised hot water usage charge will reduce by 11.1% from 22 December 2025 (from 1.5664 to 1.4098 cents/litre), given the new Services Agreement the Committee negotiated in June (which applies for the next 5 years).

6.4. Thefts. As we approach the festive season, residents are advised to be vigilant and take extra precautions:

- A bike, bike rack and lock were stolen from one of the Townhouses on 26 October. The incident has been reported to the police.
- A man driving a WRX Subaru (no number plates) removed a suitcase from his boot at 11.50 pm on 29 October and loaded it up with multiple parcels. The incident has been reported to the police.
- CCTV footage also confirmed that two short-stay guests also stole several parcels from the storage shelves on 19 November (the owner has been notified).

Please note that parcel deliveries to the building are made at your own risk. The possibility of an Australian Post parcel locker will be progressed in early 2026, but this can only ameliorate the problem. If possible, alternative delivery arrangements should be arranged.

Residents impacted by theft can ask the Building Manager to review the CCTV footage. Specific date and time information is needed to narrow the review window. When residents provide a police incident number, the Building Manager will send relevant CCTV footage to the Woden Police to aid investigation.

6.5. Lift Buttons. The Building Manager has asked that residents be reminded the lift buttons do not need to be pressed hard to activate and using a key or fob to push the buttons is not advised. This has been an ongoing issue. As the buttons are only clipped in, too much pressure results in them breaking and falling out. They cannot be reused.

6.6. Bulky Waste Collection. The bulky waste trial completed successfully on 28 October. Only a small amount of broken glass was left on the front driveway. Our thanks to residents for acting responsibly and to Bright & Duggan for their thorough organisation of this trial.

6.7. Pet Applications. The owners of unit 252 and 190 submitted a pet application to the Strata Manager on 30 October and 11 November respectively. Welcome to the Ivy pet community “Fraser” and “Peanut”, and “Bragge”.

6.8. Townhouse Roof. AM&DM carried out preventative maintenance on the Townhouse and other lower roofs on 13 November.

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting closed at 11.25 am.

8.2. The next EC meeting is scheduled for 8.30 am, Tuesday, 20 January 2026.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

Maintenance Activity or Building Works or Activity Completed

- Access control maintenance - FERMAX
- CCTV system maintenance - ARA Security
- Lower roof maintenance report - AM&DM
- Lift 5 - Auxiliary panel level B1 button replacement - OTIS
- Lift 3 - Lift phone button replacement - OTIS
- Lift lighting issues addressed - OTIS
- External paver pressure clean Oct/Nov 2025 - Transform Carpets
- Six monthly full building carpet clean- September 2025/October 2025 - Transform Carpets
- October 2025 pigeon baiting attendance - APBM
- WiFi issues in BM Office - Opticomm
- Carpark wet clean November 2025 - Canberra Sweeping
- Removal of several items above cages on B2 – BM
- ACT Gov bulky waste removal completed and was successful.

Major Works or Activity Forecast (from 21 November)

- 6-year structural defect report - Milin to review & respond
- Curtain wall water ingress (ST level 8) - ongoing with Milin & TWS.
- Front entry pathway expansion joint - TBC
- Townhouse nib wall separation - TBC
- Angle to be installed around acoustic panel trim in the Community Room - PointFS
- Graffiti removal - Sprayjet
- Bluestone paver cutting - Artisan Exterior
- Advice re replacement of bypassing sprinkler shut off valves and hydrostatic test on hydrant system – CEFA and Capital Fire
- Monitor handle sets on entry/exit ground floor doors - BM
- Eastern BBQ area camera relocation plus up to five additional cameras - TBC
- CCTV and NPR Building Service Agreement - TBC
- Roof Maintenance Building Service Agreement – TBC
- Carpark roller door motor replacement - TBC
- Waste room roller doors service – ACT Doorland
- Outdoor pool & spa INSNRG floor suction pumps - still operational but being monitored - TBC
- Outdoor pool sand filter INSNRG pump - still operational but being monitored - TBC
- Sauna deterioration - BM to get indicative pricing on repairs/replacement.
- Installation of assisted chin/dip machine and cardio stepper for gyms - TBC

- Outdoor pool area grass patch rejuvenation - TBC
- Planting of new plants near front entry lobby & HVAC plenum in middle of driveway/walkway – Luxe Horticulture
- Townhouse verge mulching - Luxe Horticulture
- December 2025 monthly maintenance - SEDA
- Bait station inspect & bait replenishment - Royal Pest Control
- Ground floor pest spray - December 2025 - Hart Pest Control
- Downlight replacements throughout floors - ongoing - BM
- Replacement of ground light in outdoor pool area - TBC
- LED Strip lights in indoor pool area - TBC
- LED batten outside south basement one lobby adjacent to storage cage 207 - TBC
- New LED batten for shared pedestrian zone outside north lobby on basement 1
- Hot water plant overhaul in December – Origin Energy/Watertight
- Grundfos hot water circulation pump controller replacement - Watertight
- Garbage chute clean to be done in November 2025 - Douglas Wright Group
- Disabled door painting - to be done in 2026 - TBC
- Painting of weights gym wall post conduit re-routing - to be done in 2026 – TBC

ADDENDUM 2

INVESTMENT ACCOUNTS as of 1 December 2025

ADMINISTRATIVE FUND

	Investment date	Interest rate	Period	Deposit amount	Maturity date
TD01	20/10/2025	4.30%	3 months	\$165,362.47	20/01/2026
TD03	24/11/2025	4.10%	3 months	\$167,095.09	24/02/2026
TD05	Closed				

Total \$332,457.56

SINKING FUND

	Investment date	Interest rate	Period	Deposit amount	Maturity date
BoQ TD02	30/10/2025	4.00%	6 Months	\$512,851.63	30/04/2026
TD04	24/11/2025	TBA	3 months	\$168,717.38	24/02/2026
TD06	14/10/2025	3.95%	3 months	\$221,781.40	14/01/2026

Total \$903,350.41

ADDENDUM 3

EC PRIORITIES FOR 2025-26

- Implementation of AGM-agreed outcomes.
 - Kitchenette design and installation.
 - Purchase of outdoor dining furniture.
 - Purchase and installation of the new gym equipment.
- Follow-up the 6-year Warranty Report with Milin.
- Completion of remaining 3-year Building Service Agreements.
- Renegotiation of the Pool Maintenance contract.
- Commissioning an updated Sinking Fund Plan.
- Implementation of the annual Higgins Painting Program.
- Transitioning from BuildingLink to a new OC communication platform (Resvu).
- Audit of remotes and fobs held by all residents.
- Consideration of a possible Australia Post Parcel Locker.
- Purchase of additional, small items of gym equipment (see Addendum 5).
- Purchase of artificial plants for the Community Room.
- Professional acoustic analysis of current flooring systems.
- Possible shade options for the outdoor dining areas outside the cardio gym.
- Possible purchase and installation of additional cameras in current “black spots”.
- Final repayment of the remaining Origin gas usage debt (pool and spa heating)
- Possible roof waterproofing options for the North and South Towers.
- Rectification of the front driveway expansion joint.
- Possible upgrades to the front and rear irrigation systems.
- Maintenance and upgrades to the Ivy gardens.
- Possible refurbishment of the sauna.
- Proposed meeting with the Otis General Manager re lift maintenance.
- Regular (4 monthly) strategic planning meetings with the Facilities Manager.
- Refinements to the Owners Corporation Rules.
- Professional advice on insurance provisions in the UT(M)A.
- OC Building insurance and machinery breakdown policies renewed.
- Update of the Asset Register and annual maintenance plan.
- Updates and refinements to current EC Guidelines (as required).
- Updates to the Ivy Website.

ADDENDUM 4

OUTDOOR DINING FURNITURE

OUTDOOR ELEGANCE - \$5,177.28 (EX GST)

- 6 x Aspen Arm Sofas - \$862.88 each

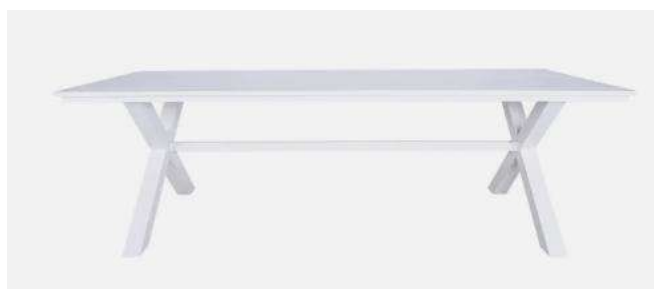
The Aspen Range features white 'tiger' powder coated aluminium frames and French Sunbrella 'Grey Chine' high performance outdoor fabric, creating a coastal inspired colour palette. Sunbrella cushions can be left outdoors as the fabric is water, mildew and fade resistant.



EARLY SETTLER FURNITURE - \$4,551.57 (EX GST)

- 2 x Blake Aluminium Dining Table 240cm White - \$908.18 (ex GST)
- 1 x Blake Aluminium Dining Table 300cm White - \$1,090 (ex GST)

A stylish twist on the classic picnic table with a sleek contemporary finish, the all-weather aluminium of the Blake will sustain the seasons and endless family barbecues. Incredibly sturdy with its crossed-leg design, this outdoor furniture table is constructed from aluminium making the Blake perfect for outdoor use. Each piece has also been powder-coated for added protection.



- 18 x Lini outdoor dining chair - \$90.90 (ex GST) each

Designed to work beautifully indoors or out, this white chair is crafted from polypropylene and powder-coated metal for all-weather resistance.



ADDENDUM 5

IMPROVEMENT PROPOSAL: SUNDRY GYM EQUIPMENT

PROPOSAL TITLE – SUNDRY GYM EQUIPMENT

SUMMARY OF PROPOSAL:	<i>Purchase of an additional stepper, several kettlebell weights and 40 kg dumbbells.</i>
ESTIMATED COST:	\$850.00
PROPOSED BY:	<i>John Risk Unit 64</i>
SECONDED BY:	<i>Julianne O'Brien Unit 52</i>
DATE SUBMITTED TO EC:	24/11/2025
SUPPORTING DOCUMENTS:	<i>Photos and descriptions.</i>

DESCRIPTION

PROPOSAL:	<i>Replacement of 2 x 40 kg dumbbells that were previously removed from the Gym by an unknown person. Purchase of 8 kg, 12 kg and 16 kg kettlebell weights to supplement the current set. Purchase of an additional stepper.</i>
RATIONALE	<i>The current dumbbell set weights increase in 5 kg steps after 25 kg to 45 kg with a gap at 40 kg. To go from 35 kg to 45 kg is much too big a jump. We currently have a 3 kg, 4 kg, and 6 kg kettlebell and the additional purchases will provide for a more complete kettlebell set. An additional stepper allows for concurrent users.</i>
BENEFITS:	<i>As set out above</i>
CONSULTATION:	<i>Recommended by the Gym Sub-committee.</i>
PRIORITY:	<i>Delivery in the new year</i>
TIMEFRAME:	<i>4-6 weeks</i>

IVY EC CONSIDERATION

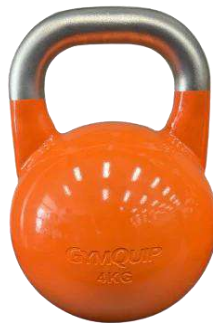
EC MEETING DATE:	<i>4 December 2025 – EC approved</i>
SUMMARY OF DISCUSSION	<i>This proposal was flagged at the 7th AGM</i>
BUDGET:	<i>To be funded from the 2% Improvement Fund</i>
ACTION:	<i>Strata Manager to issue the purchase order.</i>

Sundry Gym Equipment - Information

1. Aerobic Step (includes 2 blocks either side)



2. Three Pro Grade Kettlebells (8kg, 12kg and 16kg)



3. Two Rubber Hex Dumbbell 40kg each



ADDENDUM 6

HOT WATER PLANT REPLACEMENT: 8 – 12 DEC 25

Water Tight Canberra will be onsite from **Monday 8 December to Friday 12 December** replacing the hot water plant on behalf of Origin Energy.

SERVICE INTERRUPTION DETAILS

- **9 – 10 Dec: Level 1 to level 8 across both towers and townhouses**
 - Existing plant will be decommissioned and new plant installed.
 - Hot water will be unavailable from **8am on 9 Dec** until approx. **5pm on 10 December**.
 - **Cold water remains available.**
 - **Affected units:**
 - North Tower: Units 001–062
 - South Tower: Units 101–186
 - Townhouses: 274–279
- **11 – 12 Dec: Level 9 to level 16 across both towers**
 - Existing plant will be decommissioned and new plant installed.
 - Hot water will be unavailable from **8am on 11 Dec** until approx. **5pm on 12 December**.
 - **Cold water remains available.**
 - **Affected units:**
 - North Tower: Units 063–100
 - South Tower: Units 187–273

We appreciate your cooperation during these essential works.

Regards, Management & EC.



bright & duggan



australia's strata leader

MINUTES

OF THE

7TH ANNUAL GENERAL MEETING

UP 4787 OWNERS CORPORATION

“The Ivy”

15 Irving Street, Phillip, ACT 2606

Venue: Ainslie Room, Abode Hotel, 10 Bowes Street, Phillip and online via Microsoft Teams

Date: TUESDAY, 11 NOVEMBER 2025

Start Time: 5.30 pm



ATTENDEES AT 7TH AGM OF UP4787

Lot Owners Attending In-person (30)

Karen Mcpherson (Lot 11)
Katherine McCarthy (Lot 16)
Guy Hutchison (Lot 27)
Robert Holt and Helen Holt (Lot 36)
Sandra Goodall (Lot 45)
Maralyn Owen (Lot 48)
Julianne O'Brien (Lot 52)
Paul Stephenson (Lot 61)
Carmen Risk and John Risk (Lot 64)
Catherine Marriott (Lot 65)
Margaret Dalley (Lot 66)
Elizabeth Collyer (Lot 75)
Carol van Gelder and Max van Gelder (Lot 78)
Paul Stanton and Margaret Stanton (Lot 86)
David Brown and Frances Brown (Lot 94)
Michael O'Brien and Annette O'Brien (Lot 98)
Johannes Van Der Berg (Lot 101)
Shane McGrath (Lot 102)
Angus Broman and Anica Broman (Lot 108)
Ivan Sukloski (Lot 146)
Gary Johnson (Lot 149)
Ann Gahan (Lot 160)
Catherine Fenton and Peter Fenton (Lot 180)
Donna MacPherson (Lot 208)
Beryl Goodwin (Lot 229)
Margo Condoleon (Lot 244)
Julia O'Brien and Kevin O'Brien (Lot 259)
Kathy Collins (Lot 265)
Jason Borg and Hayley Borg (Lot 270)
Andrew Benson (Lot 277)

Proxies held in-room (1 Owner)

Christopher Roper and Cynthia Burton (Lot 87) – Proxy held by Paul Stanton and Margaret Stanton (Lot 86)



Lot Owners Attending On-line – Electronic Voting (16)

Suzana Glamcevski (Lot 2)
Alexander Padovan and Kristy Randall (Lot 5)
Phillip Kleanthos (Lot 19)
Elizabeth Little and Matthew Little (Lot 40)
Laura Caldicott (Lot 41)
Alexandra Hewitt (Lot 50)
David Connery and Jane Connery (Lot 59)
Claire Howe (Lot 91)
Dennis McAlister and Julie McAlister (Lot 96)
Megan Barker (Lot 100)
Martin Caddick and Belinda Caddick (Lot 183)
Edward Puric (Lot 254)
Bernard Stoker and Colleen Stoker (Lot 256)
Desley Allwright (Lot 266)
Maria Barros and Maximillian Wolthers (Lot 271)
Rebecca Pollock and Ryan Mavin (Lot 275)

Proxies held on-line (1)

Angy Campbell and Andrew Campbell (Lot 43) – Proxy held by Laura Caldicott (Lot 41)

Lot Owners Voting Absentee (11):

Hayley Langlands (Lot 136)
Nicole Stokes and Cameron Paterson (Lot 171)
Judith McCauley and Rodney McCauley (Lot 190)
Errol Woodfield (Lot 192)
Su Mei Van (Lot 202)
CMB Superannuation Fund (Lot 222)
Francesco Leonardi (Lot 227)
Kim Wetterern (Lot 241)
Claire Bond (Lot 263)
Marie Galea and Don McLean (Lot 264)
R Farrell and M Farrell (Lot 273)

Apologies: Nil

Registered Attendees: 48 Absentee Owners: 11 Total Owners Entitled to Vote: 59



In Attendance: Tristan Veurink, UP4787 Strata Manager, Bright & Duggan
Khevna Patel: Bright & Duggan
Tenzin Tshewang: Bright & Duggan

Quorum: A quorum was not present at the scheduled commencement time (5.30 pm).

The meeting commenced at 6.00 pm with a Reduced Quorum (as per Schedule 3.9 of the Unit Titles (Management) Act 2011).

Note: *Owners are advised that under Schedule 3.11 of the Unit Titles (Management) Act 2011, Reduced Quorum Decisions take effect 28 days after the date of this meeting. A reduced quorum decision is only overturned if, within 28 days after the decision was made, the Owners Corporation is given a petition requiring that the decision be overturned, signed by a majority of people entitled to vote.*



ITEM 1: CHAIRPERSON, PROXIES AND APOLOGIES

The reduced quorum meeting opened at 6:00pm.

Kevin O'Brien (Executive Committee Secretary) was confirmed as the Chair of the meeting. He delegated the running of the meeting to the Strata Manager, Tristan Veurink, to conduct both the in-person and on-line voting.

Khevna Patel (on-line registrations) and Tenzin Tshewang (in-room registrations), both from Bright & Duggan, helped to facilitate the meeting and ensure accurate recording of the voting outcomes. One owner asked if a guest could also attend and sit in on the meeting. This was agreed.

In total, the owners of thirty (30) Ivy lots attended in person and the owners of 16 Ivy lots were on-line (using Microsoft Teams). Eleven (11) absentee votes and two proxies (one in-room and one on-line) were accepted.

ITEM 2: CHAIRPERSON'S REPORT FOR 2024-25 (FOR NOTING)

The Chairperson's Report was included in the AGM Attachment Pack (Item 2).

The Chair briefly highlighted some major achievements by the Executive Committee during the year. This included significant cost savings on both strata fees and insurance costs, at least 20 building improvements were completed, and some 14 new Building Service Agreements have either been agreed or are currently being negotiated.

The Executive Committee had renegotiated new Energy Service contracts with Origin Energy which will result in full replacement of the natural gas Hot Water system at zero cost to the Owners Corporation (scheduled for mid-December). This agreement also provides for a 10% discount on individual unit electricity costs for one year (commencing 31 October), a 10% discount for five years on Owners Corporation gas hot water usage costs and a \$30,800 discount (including GST) on Owners Corporation electricity costs for 10 years from September 2026.

ITEM 3: ADOPTION OF 6th AGM MINUTES (ORDINARY RESOLUTION)

The minutes of the 6th AGM of UP4787 were provided in the AGM Attachment Pack (Item 3).

MOTION 1: IT WAS RESOLVED that the minutes of the 6th Annual General Meeting, held on 31 October 2024, are a true and accurate record of the proceedings of that meeting.

For (59)

Against (0)

Abstained (0)

Motion Carried (Total Votes 59)

ITEM 4: INSURANCE (ORDINARY RESOLUTION)

The Owners Corporation holds Strata Insurance for all defined parts of the building, as well as Public Liability insurance over the common property and other coverage, as required under the Unit Titles (Management) Act, 2011.



AJ Gallagher was appointed as our insurance broker for 2025-26 on the same terms as last year. They obtained a new strata valuation for insurance purposes, as the previous valuation was prepared in July 2023. The new valuation is \$190,690,000, an increase of 13.9% on that two years ago.

AJ Gallagher obtained competitive quotes for both strata insurance (CHU) and machinery breakdown insurance (Vero) that were approved at the Executive Committee on 16 September 2025. Both policies have been renewed for 2025-26. AJ Gallagher's brokerage fee is unchanged from 2024-25 and there are no commissions paid to third parties. This provides budget savings for the Owners Corporation of at least \$30,000 compared with previous arrangements.

Insurance Company	CHU (strata)	Vero (machinery breakdown)
Policy Number	HU0000020810	MEB108289225
Commencement Date	5 October 2025, 4pm	5 October 2025, 4pm
Renewal Date	5 October 2026, 4pm	5 October 2026, 4pm
Strata Sum Insured	\$190,690,000	-
Common Area Contents	\$1,906,900	-
Public Liability Sum Insured	\$30,000,000	-
Voluntary Workers	\$300,000 / \$3,000 pw	-
Office Bearers Liability Sum Insured	\$5,000,000	-
Owners' Fixtures and improvements	\$250,000 (per lot)	-
Equipment Breakdown (Limit)	-	\$192,596,900
Interruption Insurance (Gross rentals)	-	\$28,603,500
Excess on Claims – Standard	\$5,000	\$1,000
Excess on Claims – Higher	\$10,000 (Water damage)	\$5,000 (Generator sets)

Certificates of Currency for both policies were provided in the AGM Attachment Pack (Item 4). The Strata Manager can provide a copy of the Product Disclosure Statements on request.

MOTION 2: IT WAS RESOLVED that the Owners Corporation authorises the Executive Committee to:

- Obtain quotations from a qualified insurance broker for the renewal of UP4787 insurance policies before they fall due, and
- Place and/or renew these insurance policies on terms the Committee considers appropriate.

For (59) Against (0) Abstained (0) Motion Carried (Total Votes 59)

ITEM 5: TREASURER'S REPORT FOR 2024-25 (ORDINARY RESOLUTION)

The Treasurer's Report on financial activities in 2024-25 was provided in the AGM Attachment Pack (Item 5).

There was no discussion on the Report in the meeting.

MOTION 3: IT WAS RESOLVED that the Treasurer's Report for the period 1 October 2024 to 30 September 2025 as presented be accepted.

For (58) Against (0) Abstained (1) Motion Carried (Total Votes 59)



ITEM 6: AUDITED FINANCIALS (ORDINARY RESOLUTION)

The Unit Titles (Management) Act 2011 requires all strata Units Plans that comprise more than 100 units, or with an annual budget more than \$250,000, to have their annual financial statements audited.

Kelly+Partners Accountants was appointed as independent auditor of our 2024-25 financial accounts. The Executive Committee wishes to thank our Strata Manager, Bright & Duggan, for ensuring these financial accounts were finalised and submitted to the auditor immediately after the end of the financial year.

The Auditor's Report for FY 2024-25 was circulated to Owners Corporation members on 30 October 2025. The Report had no qualifications.

MOTION 4: IT WAS RESOLVED that the Owners Corporation:

- a) Accepts as presented the audited financial accounts of UP4787 for the financial year 1 October 2024 to 30 September 2025; and
- b) Authorises the Strata Manager to finalise the financial accounts for FY 2025-26 at the beginning of October 2026 so they can be audited in time for the 8th Annual General Meeting; and
- c) Authorises the Executive Committee to appoint an independent auditor in 2026 for this purpose.

For (59)

Against (0)

Abstained (0)

Motion Carried (Total Votes 59)

ITEM 7: ADMINISTRATIVE FUND BUDGET 2025-26 (ORDINARY RESOLUTION)

In accordance with section 75 of the Unit Titles (Management) Act, 2011, the Owners Corporation must approve a budget for its Administrative Fund for actual and expected expenditure this financial year.

The Administrative Fund budget for 2025-26, prepared in consultation with Bright & Duggan, was provided in the AGM Attachment Pack (Item 7) and discussed at the two Town Hall meetings.

The Chair noted that as well as substantial savings again on insurance and strata management fees, the Executive Committee has made every effort to contain budget expenditure. Every invoice was scrutinised by the Treasurer before payment was authorised and expenditure was closely tracked and monitored. The Committee was very conscious of the maintenance costs incurred by everybody and has tried hard to keep cost increases to a minimum while ensuring we had sufficient funds to do what we need to do.

MOTION 5: IT WAS RESOLVED that the Owners Corporation adopts the Administrative Fund expenditure budget of \$1,230,774 ex GST, for the period 1 October 2025 to 30 September 2026.

For (59)

Against (0)

Abstained (0)

Motion Carried (Total Votes 59)

The approved Administrative Fund Budget for 2025-26 is at **Addendum 1**.



ITEM 8: ADMINISTRATIVE FUND LEVY – OWNER CONTRIBUTIONS FOR 2025-26 (ORDINARY RESOLUTION)

This motion sets the UP4787 Administrative Fund Levy for 2025-26. The levy is inclusive of GST.

Owner's contributions are based on the annual Administrative Fund Budget agreed above (Item 7). The Chair noted that the Executive Committee agreed the following two budget items will be funded from cash reserves as sufficient funds have been accrued from previous years (we won't pay twice):

- (1) Origin Energy Gas Debt: Final repayment of this outstanding debt (\$31,816 ex GST).
- (2) Improvement Proposals: Agenda Items 11 to 13 – estimated cost up to \$29,495 ex GST.

Total owners contributions for 2025-26 are therefore \$61,311 ex GST less than the approved Administrative Fund Budget above. As a result, Administrative Fund levy contributions increase by just 3.50% in 2025-26.

MOTION 6: IT WAS RESOLVED that Administrative Fund levy contributions of \$1,230,774 ex GST (\$1,353,851 including GST) be paid by owners in accordance with their Units of Entitlement (UOE) for the period 1 October 2025 to 30 September 2026.

- a) These payments are to be made in four (4) equal instalments due on 9 December 2025, 1 March 2026, 1 June 2026 and 1 September 2026.

For (58) Against (1) Abstained (0) Motion Carried (Total Votes 59)

Each owner's quarterly levy payment and annual contribution to the UP4787 Admin Fund (including GST) was listed in the levy contribution table in the AGM Attachment Pack (Item 8) and is shown in **Addendum 2**.

ITEM 9: SINKING FUND LEVY – OWNER CONTRIBUTIONS FOR 2025-26 (ORDINARY RESOLUTION)

The Unit Titles (Management) Act, 2011, requires the Owners Corporation to implement its approved Sinking Fund Plan so adequate reserves are set aside each year for future capital replacements and refurbishments.

The Strata Manager noted capital costs are additional to annual repair and maintenance bills under the Administrative Fund Budget. Sinking Fund contributions are set according to the agreed Sinking Fund Plan. This is the third year of the current Plan prepared by QIA which was rather generic.

In response to a question, the Chair noted we have another large percentage increase this year (20%). The aim is to reduce this to more normal levels (4-5% a year) as soon as we can. The Executive Committee has agreed to conduct a professional review of the current Sinking Fund Plan during 2026, for consideration at the 8th AGM. Without a review, the current Plan rolls ahead for up to 5 years, so hopefully a more professional outcome will give us some reprieve.



The Chair noted that sinking funds can only be spent if they are provided for in the agreed Sinking Fund Plan. While there is flexibility on actual timing, for example in repainting the building, we rely on the expertise of Point Facilities Solutions to assess the condition of our assets and facilities. The Committee is aiming to have a more robust and accurate Sinking Fund Plan at next year's AGM.

An owner asked whether we are moving excess funds across from the Administrative Fund into the Sinking Fund to build it up more quickly? The Chair confirmed all interest earned from the three Admin investment accounts is being transferred every 3 months into the Sinking Fund. Secondly, last year's AGM gave authority to the Executive Committee to transfer surplus funds from the Admin account into the Sinking Fund. But once funds are transferred there, these cannot be transferred back to the Admin fund account. The general rule of thumb the Committee uses is that you need to have at least three to four months cash flow in the admin account (around \$450,000), especially when you have large bills to pay like insurance (over \$100,000).

The Committee Treasurer commented we are currently using the Administrative Fund for expenditure on items normally regarded as capital costs to help build up the Sinking Fund. We've engaged Higgins painting company on a six-year plan (\$20,000 a year) to do touch-up painting and maintain the outside of the building. We've also spent over \$55,000 this year for the 5-year replacement of the fire hydrant system. In five years' time, this is likely to be a significant capital item.

An owner asked about the effective life of the lifts and when these might require an upgrade. The Strata Manager advised that the effective life of the lifts is typically about 30 years and funding for their repair or replacement is normally accrued over a 20 or 30-year period.

The Chair commented there are still some issues with the five lifts. The Committee plans to meet with the ACT manager of Otis early in the new year to better assess their condition and understand when they may need minor or more major repairs. We need to plan at least 12-15 years ahead with the Sinking Fund so that we have sufficient funds to manage these future requirements.

MOTION 7: IT WAS RESOLVED that a Sinking Fund contribution of \$361,176 ex GST (\$397,294 including GST) be determined for the period 1 October 2025 to 30 September 2026, as per the approved Sinking Fund Plan.

- a) Owner's contributions are to be made in accordance with their Units of Entitlement (UOE), to be paid in four (4) equal instalments due on 9 December 2025, 1 March 2026, 1 June 2026 and 1 September 2026.
- b) The Executive Committee is to obtain an updated Sinking Fund Plan in 2026, for consideration at the 8th AGM.

For (58)

Against (1)

Abstained (0)

Motion Carried (Total Votes 59)

Each owner's quarterly levy payment and annual contribution to the UP4787 Sinking Fund (including GST) was listed in the levy contribution table in the AGM Attachment Pack (Item 9) and is shown in **Addendum 3**.



ITEM 10: SIX YEAR STRUCTURAL WARRANTY REPORT (FOR NOTING)

The Building Act 2004 requires the builder (or seller) to provide a statutory warranty on all structural elements of the Ivy building, including all components of external walls and waterproofing, for a period of six years from the completion of residential building work (i.e. until 1 December 2025).

The Executive Committee commissioned Sellick Consulting and ABS Facades to conduct a defects assessment of all structural and waterproofing elements of the building in mid-2025. AM&DM also provided advice on the integrity of the townhouse roofs. With the assistance of the Facilities and Strata Managers, the Committee consolidated these assessments into the 6-year Structural Warranty Report that has been circulated to all owners.

The Report was provided to Milin Builders and the developer (Amalgamated Property) on 30 October 2025. While some 60 minor defects were identified, the building is generally in good condition and there are no major structural issues as far as we know. The main query was to confirm whether steel reinforcement levels used in the outdoor pool were consistent with the Building Code.

The Chair noted our Facilities Manager, Matt Benedetti, accompanied Sellick Consulting during all their onsite inspections and has provided comments on each reported defect. Matt will support our follow-up actions if any structural issues are confirmed.

ITEM 11: IMPROVEMENT PROPOSAL - COMMUNITY ROOM KITCHENETTE (ORDINARY RESOLUTION)

As authorised at the last AGM, the Executive Committee has undertaken a major upgrade of the Community Room (formerly the yoga room) with the installation of acoustic carpet tiles, curtains, TV and the addition of acoustic wall panelling based on expert advice. An EC Working Group was formed so that interested owners could assist with this initiative.

To further enhance its functionality and multi-purpose use, the Executive Committee has prepared and endorsed an Improvement Proposal to install a kitchenette in one side of the existing cupboard space. The Building Manager has confirmed both plumbing and drainage services are easily accessible, and electricity supply can be accessed from a recently installed TV circuit. The estimated cost of this proposal is \$9,700 ex GST (Attachment Pack – Item 11).

The Chair noted funding for this initiative is to come from existing cash reserves so there is no additional cost to owners via a higher levy contribution (see Administrative Fund Budget – Item 7).

MOTION 8: IT WAS RESOLVED that the Owners Corporation agrees to enhance the functionality and useability of the Community Room by:

- (a) Installing a kitchenette in the existing right hand corner cupboard, at an estimated cost of \$9,700 (ex GST).
- (b) Funding for this initiative is to come from existing cash reserves so there is no net effect on owner levy contributions as approved at Motion 6.

For (42)

Against (16)

Abstained (1)

Motion Carried (Total Votes 59)



ITEM 12: IMPROVEMENT PROPOSAL – OUTDOOR FURNITURE (ORDINARY RESOLUTION)

In addition to the kitchenette, the Executive Committee prepared and endorsed a proposal to purchase outdoor furniture for the lawn area next to the Community Room. The estimated cost of this proposal is \$9,900 ex GST (Attachment Pack – Item 12). Funding for this initiative would also come from existing cash reserves so there is no additional cost to owners via a higher levy contribution (Administrative Fund Budget – Item 7).

MOTION 9: IT WAS RESOLVED that the Owners Corporation agrees to enhance the functionality and useability of the lawn area outside the Community Room by:

- (a) Purchasing additional outdoor furniture at an estimated cost of \$9,900 (ex GST).
- (b) Funding for this initiative is to come from existing cash reserves so there is no net effect on owner levy contributions as approved at Motion 6.

For (46)

Against (12)

Abstained (1)

Motion Carried (Total Votes 59)

ITEM 13: IMPROVEMENT PROPOSAL – GYM EQUIPMENT REFRESH

The Executive Committee received a detailed Improvement Proposal in July 2025 to purchase up to four new items of gym equipment with the suggestion to trade-out under-utilised items to help defray the cost. One element of this proposal has already been implemented, with the Committee approving a large wall mirror in the weights gym that was installed on 16 September 2025.

The Gym Equipment Improvement Proposal was circulated to all owners on 7 August, inviting feedback on their equipment preferences and any other suggestions for consideration. Some 27 owners responded to this invitation. An EC Sub-committee was then formed to explore the considerations raised by owners and to obtain the latest pricing and other information. All owners who responded were invited to participate. The proposed purchases were also discussed at the Town Hall meetings on 17 and 25 September.

Considering this consultation process, an updated Improvement Proposal was submitted to the Committee on 5 October. This proposed the purchase of only two items - a weight-assisted chin dip (for the weights gym) and a Matrix Climbmill (for the cardio gym). The Executive Committee refined this Improvement Proposal (see Attachment Pack – Item 13) at its meeting on 7 October and took the following decisions:

- The proposed purchase of a Weight-assisted chin dip and the Matrix Climbmill was fully supported by the Committee. If approved, the equipment will be purchased from our maintenance contractor, GymQuip (delivery is approx. \$320 ex GST) and funded from existing cash reserves.
- The Committee will determine whether space limitations require an existing item of gym equipment to be removed or traded out (in consultation with OC members).
- Smaller items of equipment (dumbbells, kettle bells etc.) will be considered by the Committee in 2026 including any additional suggestions from owners. If agreed, these would be funded from the gym budget.



In response to a question, the Chair noted the Executive Committee had not excluded Pilates Reformers from this proposal as at least 15 owners had supported the concept. Rather, the consultation process, which included professional gym operators, identified various issues and concerns that need to be addressed before the proposal could proceed in a residential gym setting. These include safety considerations, training and space requirements. The proponents are welcome to bring a proposal forward later if they can address these matters.

ITEM 13.1: WEIGHTS GYM – PURCHASE OF A WEIGHT- ASSISTED CHIN DIP (ORDINARY RESOLUTION)

MOTION 10: IT WAS RESOLVED that the Owners Corporation:

- (a) agrees to purchase one Body Solid S2ACD Weight-assisted Chin Dip - Series 2 (estimated cost \$4,995 ex GST), and
- (b) if required, one gym item may be removed to provide sufficient space (to be determined by the Executive Committee following consultation with OC members).

For (44) Against (14) Abstained (1) Motion Carried (Total Votes 59)

ITEM 13.2: CARDIO GYM - PURCHASE OF A STAIRMASTER CLIMBMILL (ORDINARY RESOLUTION)

MOTION 11: IT WAS RESOLVED that the Owners Corporation:

- (a) agrees to purchase one Matrix C50 Climbmill with XR Console (estimated cost \$4,581 ex GST), and
- (b) if required, one gym item may be removed to provide sufficient space (to be determined by the Executive Committee following consultation with OC members).

For (44) Against (13) Abstained (2) Motion Carried (Total Votes 59)

ITEM 14: MAINTENANCE PLAN FOR 2026 (FOR NOTING)

It is a requirement of the Unit Titles (Management) Act Section 24(2) that the Owners Corporation have a Maintenance Plan. The Plan's purpose is to help the Owners Corporation meet its building and common property maintenance obligations.

The UP4787 Maintenance Plan for 2026 (Attachment Pack – Item 14) was prepared with the assistance of the Building Manager. It takes account of the updated Asset Register, recent contract renewals, our facilities maintenance requirements and short-term capital replacements. The Chair commented that the Plan assists with annual budgeting and is reviewed every four months with Point Facilities Solutions. Owners are encouraged to report any maintenance concerns to the Building Manager to ensure comprehensive oversight and quality standards are maintained.



ITEM 15: CONTRACTORS AND SUPPLIERS (ORDINARY RESOLUTION)

The Executive Committee reviews and renews all contracts and service agreements on a regular basis to ensure the effective maintenance and performance of common area facilities and services. A summary of the main arrangements in place was included in the Attachment Pack (Item 15).

MOTION 12: IT WAS RESOLVED that the Owners Corporation authorises the Executive Committee to review all contracts and service agreements due for renewal before the next Annual General Meeting and to execute these contracts and agreements as required.

For (59)

Against (0)

Abstained (0)

Motion Carried (Total Votes 59)

ITEM 16: FIRE SAFETY STATEMENT (FOR NOTING)

It is a requirement of the Unit Titles (Management) (Meeting Agenda) Guidelines, 2020, that the Owners Corporation have a fire safety review completed regularly in compliance with the National Construction Code fire safety requirements.

The Strata Manager noted the current Annual Condition and Fire Safety Statement was prepared by Complete Essential Fire and Air (CEFA) on 22 May 2024. The Chair advised that CEFA was expected to provide an updated statement in October/November this year. The Building Manager has requested a copy, and it will be forwarded to owners when received.

ITEM 17: ELECTION OF EXECUTIVE COMMITTEE FOR 2025-26 (ORDINARY RESOLUTION)

An Executive Committee Nomination form was included in the Notice of Meeting Pack for the 7th AGM. The Strata Manager advised the meeting that seven nominations had been received from existing members. Each owner remains eligible, namely:

Guy Hutchison – Unit 27
Julianne O'Brien – Unit 52
John Risk – Unit 64
Carol van Gelder – Unit 78
Donna Macpherson - Unit 208
Kevin O'Brien – Unit 259
Don McLean - Unit 264

The Strata Manager asked whether other owners present wished to nominate. As no additional nominations were received, a selection process was not required.

MOTION 13: IT WAS RESOLVED that the Owners Corporation elects an Executive Committee of between three (3) and seven (7) members from the nominations of eligible members.

For (56)

Against (0)

Abstained (3)

Motion Carried (Total Votes 59)

The seven nominating owners were elected to form the new Executive Committee for 2025-26.



GENERAL BUSINESS

The following motion authorised the new incoming Executive Committee to implement the outcomes of this AGM and to take account of issues raised by owners under the general discussion below.

MOTION 14: IT WAS RESOLVED that the Owners Corporation note:

- a) Items of a general nature that were raised and discussed by owners at the meeting; and
- b) The incoming Executive Committee should give priority consideration to the following matters in 2025-26:
 - The motions agreed at this AGM.
 - Other items as agreed at this meeting.

For (58)

Against (1)

Abstained (0)

Motion Carried (Total Votes 59)

MATTERS RAISED BY OWNERS

Several items were raised for general discussion.

Parcel Locker and Security Concerns. An owner advised they have been in contact with Australia Post regarding the potential installation on one of their red parcel locker systems. Australia Post requires a special resolution from the Owners Corporation at the next general meeting before they will proceed.

There was a wide-ranging discussion on parcel security and recent incidents highlighting the importance of FOB and remote audits for building security. EC members indicated they will facilitate community engagement in the new year to help assess requirements and gauge likely community support for a locker system. Recent parcel thefts involving use of a FOB from an Airbnb unit raised concerns about unauthorised access, prompting calls for a building-wide FOB audit. The EC Treasurer noted last year's AGM agreed to a remote-control audit. This has been delayed because it is extremely time consuming and requires physical registration by each owner to ensure compliance (as unregistered FOBs and remotes will be cancelled).

Parking and Rule Infringements. Owners expressed concerns about ongoing rule infringements especially parking in the front driveway. The Chair commented this has certainly been a priority for the Committee this year; we have issued 20 warning and rule infringement notices for parking (and 31 in total), compared with none for parking last year.

As many infringements involved tenants or temporary renters of certain units, the Strata Manager was asked to explain the operation of the Residential Tenancies Act. Tristan explained that under the Act, owners are responsible for the performance of their tenants and guests, and they are all required to abide by our Owners Corporation Rules. However, under the Unit Titles (Management) Act, we cannot penalise the tenant or their guest directly - our jurisdiction only extends to the owner. When we issue a Rule Infringement Notice, the owner is required to act, and they can be charged an administrative fee for non-compliance of their tenant or guest (which it is up to them to recover).



Tristan advised that an owner can take action under the Residential Tenancies Act in the form of a Notice to Remedy (issued by them or their property manager) that requires the tenant to comply with the directive within a certain timeframe. But it is very difficult, particularly in the ACT, to evict a tenant or to force them to comply. The tenant can dispute it at ACAT and this can be a long, drawn out and expensive process. It is even more expensive through the Magistrate's Court.

Owners were also concerned about recent cases of vandalism, including two burnouts in the front driveway. The Chair confirmed the Executive Committee knows who these offenders are (unfortunately, they are from a tenanted property). Owners should be aware they will be charged for the cost of repairing all damage to common property, including that caused by their tenants or guests.

Noise levels and barking dogs. An owner was concerned about the issue of barking dogs, particularly on the west side. Other owners clarified the dog in question was in Oaks Canopy. The Strata Manager suggested the best advice is to start a neighbourly conversation with others so they understand what the problem is. The Chair commented some residents may not be aware their pets are stressed while they are away. The Executive Committee recognises that pets are part of a person's family, so we don't automatically start issuing notices. But if there is an ongoing problem that can't be resolved, please contact the Strata Manager.

Internet Services – NBN vs Opticomm. An owner asked whether the building has access to the NBN. The Chair explained we don't have NBN access as The Ivy has a private, embedded network operated by Opticomm. This was negotiated by the developer and installed in the building when it was first constructed. The NBN cannot be used here as there is no access to that network. The EC Treasurer explained the Committee has had to install a new internet connection for the Building Manager in their office. After five years, Opticomm has advised it will now start charging the Owners Corporation for access to its embedded network (\$2 per unit per month - \$6,696 ex GST per annum).

On behalf of the Owners Corporation, an owner expressed their appreciation for the work the Executive Committee has done during the year.

Other matters raised in general business are discussed under the relevant agenda item.

Meeting Closure: The 7th Annual General Meeting of UP4787 concluded at 6.48 pm.



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 208/15 Irving Street, Phillip
Date: Tuesday, 7 October 2025
Time: 9.01 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Donna Macpherson, John Risk, Tristan Veurink (Ivy Strata Manager - Bright & Duggan), Khevna Patel (Bright & Duggan).

Apologies: Carol van Gelder, Guy Hutchinson.

1.2. Conflicts of Interest. Nil.

1.3. Previous Meeting Minutes. The Minutes of the EC's meeting on Tuesday, 16 September 2025 are confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report (7 October 2025) – Rating 67/75 (89.3%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

The Report highlights several current matters:

- The EC has asked the BM to source quotes for a yellow zebra line marking on the basement entry driveway, outside the B1 northern lifts, because of the safety risk to pedestrians.
- Natural bluestone pavers have been ordered to replace cracked pavers in the front pedestrian walkway.
- Parcel thefts are still occurring (item 6.8).
- There was one lift failure this month and several minor faults; BM taking up with Otis.
- Heart rate monitors on some gym equipment not functioning; BM taking up with GymQuip.
- Point FS to look at options for a more substantive refurbishment of the sauna.

2.2. Project Activity Completed and Forecast (for details see **Addendum 1**). Owners and residents are advised that:

- A carpark wet scrub is due in October/November (item 5.6).
- Further advice is being sought from CEFA on replacement of the bypassing sprinkler shut off valves (item 5.9).
- Douglas Wright is scheduled to carry out garbage chute cleaning in November.

3. TREASURER'S REPORT AND LEVY SITUATION

Overall Financial Position @ 30 September 2025 (end of 2024-25 Financial Year).

3.1. Total Owners Funds: \$1,434,819.96

- Administrative Fund - \$579,148.64
- Sinking Fund - \$855,671.32

3.2. Owners Net Assets: \$1,434,819.96

- Assets = \$1,565,242.47
- Liabilities = \$130,422.51

3.3. Cash Accounts:

- Administrative Fund = \$201,480.88
- Sinking Fund = \$33,727.25

3.4. Administrative Fund - 2024-25 Financial Year

Fund Income = \$1,190,691.62:

- Levy Income: \$1,189,167.28
- Levy Arrears interest: \$1,524.34.

Fund Expenditure = \$1,232,874.22

3.5. Sinking Fund - 2024-25 Financial Year

Fund Income = \$319,519.92

- Levy income: \$300,686.36
- Levy Arrears interest: \$451.29
- Investment income: \$22,494.99 (interest earned from six Macquarie Bank Admin and Sinking Fund investment accounts were transferred on maturity into the Sinking Fund account.
- Account error: -\$4,112.72 (accounting error made by the previous strata manager and corrected by the auditor back to 2023-24).

Fund Expenditure = \$9,251.00 (paid to the Australian Tax Office as PAYG tax on the investment income above). The Stata Manager has been asked to investigate the amount of PAYG tax paid as this figure appears excessive against the investment income (interest earned).

3.6. Investment Accounts - (see Addendum 2.1)

- Administrative Fund Accounts: Total = \$453,504.44
- Sinking Fund Accounts: Total = \$829,693.43

3.7. Investment Activity. Nil investment activity has been undertaken since the Committee's last meeting on 16 September 2025

3.8. Financial Decisions. The Committee authorised Bright & Duggan to undertake the following investment activity:

- **TD05 Admin Fund:** on maturity (**7 October 2025**), withdraw the current principal (\$122,737.63) plus all interest. Deposit the principal into the Administrative Fund cash account and transfer the interest into the Sinking Fund cash account, then provide details of both transfers to the Committee.

The Treasurer noted the decision to close TD05 was taken to ensure sufficient cash flow is available to pay the insurance premiums (\$96,306 ex GST) now due. A new TD05 investment account can be opened in December. The Committee has five (5) business days

from the maturity date to make changes to the investment including withdrawing or transferring funds without incurring an interest adjustment.

- **TD06 Sinking Fund:** on maturity (**14 October 2025**), reinvest the current principal (\$219,510.22.) plus interest plus the Sinking Fund cash account balance (as of 14/10/25) for 3 months at the best interest rate and provide the re-investment details to the Committee.
- **TD01 Admin Fund:** on maturity (**23 October 2025**), reinvest the current principal (\$165,362.47) for 3 months at the best interest rate, transfer the interest into the Sinking Fund cash account and provide the re-investment and transfer details to the Committee.
- **TD02 Sinking Fund:** on maturity (**11 November 2025**), reinvest the current principal (\$450,000) plus interest for **six months** at the best interest rate and provide the re-investment details to the Committee.
- **TD03 Admin Fund:** on maturity (**24 November 2025**), reinvest the current principal (\$165,404.34) for 3 months at the best interest rate, transfer the interest into the Sinking Fund cash account and provide the re-investment and transfer details to the Committee.
- **TD04 Sinking Fund:** on maturity (**25 November 2025**), reinvest the current principal (\$160,183.21) plus interest plus the Sinking Fund cash account balance (as of 25/11/25) for 3 months at the best interest rate and provide the re-investment details to the Committee.

End of 2024-25 Financial Year Position – Summary

Total 2024-25 Admin budget	\$1,404,303.00	
2024-25 Levy income + interest	\$1,190,691.62	
Levy income less expenditure	\$1,232,874.22	Includes \$95,492 (ex GST) accruals of September expenditure but invoiced in October e.g., Cleaning, water usage, pool service, acoustic panel and driveway light
Expected Surplus / Deficit	-\$42,182.60	

3.9. Community Fund (see Addendum 2.2)

- Budget allocation: \$20,000 (ex GST)
- Total expenditure (year to date): \$15,662.09
- Authorised commitments (Accrued FY25/26): \$4,916
- Remaining allocation: **-\$578.09**

3.10. Improvement Fund (see Addendum 2.3)

- 2% Budget allocation: \$26,249 (ex GST)
- Total expenditure (year to date): \$22,504.85
- Authorised commitments (accrued FY25/26): \$9,700
- Remaining allocation: **-\$5,955.85**

3.11. Levy Arrears (as of 30/09/2025) = \$41,775.56

- Forty-four (44) owners were non-financial as of 30 September 2025:
- Two owners have arrears over 90 days (these accounts are now subject to ongoing legal action).
- 22 owners have not paid their 1 September levy.
- 10 owners have made partial payments towards their 1 September levy.
- 10 owners have arrears less than \$100.

The Committee noted that owners who are non-financial, even if they owe just a few cents, are unable to vote at the upcoming Annual General Meeting.

Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305) to discuss a payment plan to pay past and future levies. The account will not go legal if there is an approved payment plan in effect.

4. MATTERS FOR DECISION

4.1. Out-of-Session Decisions. The Committee has taken several decisions out-of-session since its meeting on 16 September 2025:

4.1.1. Vero Machinery Breakdown Insurance. The initial Vero quotation was based on the previous 2023 strata valuation. AJ Gallager forwarded a revised quote for this insurance on 24 September. This fee has increased by 5% (cf. a 13.9% valuation increase) to \$5,246.91 ex GST. The Committee accepted this quotation on 25 September, and the updated Certificate of Currency has been uploaded to BuildingLink and will be included in the AGM Attachments Pack.

4.1.2. ABS Façade Abseiling Report. ABS Façade submitted a more substantive report on 18 September (see item 5.1.3). The Committee accepted this report out-of-session, and the Treasurer has approved payment of the outstanding invoice.

The Committee confirmed these out-of-session decisions.

4.2. Annual General Meeting. As previously advised, the 7th AGM will be held on **Tuesday, 11 November** at:

- **Ainslie Room, Abode Hotel, Bowes Street Woden, and**
- **On-line with Microsoft Teams.**

The AGM will **commence at 5.30 pm** (registrations from 5.00 pm). All financial owners are encouraged to attend and place this date/time in their calendars.

The Strata Manager and Committee members agreed to conduct a dummy AGM at the Abode Hotel and online on Friday, 10 October to test the venue AV / internet connectivity, AGM processes and the Microsoft Teams on-line voting procedures. The Strata Manager was asked to confirm these arrangements with the hotel.

4.3. AGM - Notice of Meeting Pack. The Strata Manager has provided additional material on meeting procedures and arrangements for on-line attendance at the AGM. The draft Notice of Meeting Pack has been updated to include a separate covering letter, with the EC nomination form and Absentee and Proxy voting forms brought to the front.

The Committee endorsed the Strata Manager's covering letter and authorised the EC Secretary to finalise the Notice of Meeting Pack. It is anticipated all relevant AGM information will be circulated to owners before 21 October (3 weeks ahead of the AGM).

4.4. AGM - Agenda and Motions Pack. EC members held an AGM preparation meeting on 30 September to discuss each item on the agenda. Several items remain to be confirmed.

4.4.1. Community Room Kitchenette. After further consideration, the likely cost of this Improvement Proposal is now estimated at \$9,700 ex GST. The Improvement Proposal has been updated, and the Committee approved its inclusion on the AGM agenda (see **Addendum 3**).

4.4.2. Gym Equipment Refresh. The Gym Sub-Committee submitted an updated Improvement Proposal on 5 October with additional information on two proposed new items of equipment. The inclusion of two Pilates Reformers has been withdrawn (see below). The Proposal has also been finetuned as wall mirrors have been installed in the weights gym.

In considering this updated proposal, the Committee took the following decisions and refined the Improvement Proposal for submission to the AGM (see **Addendum 4**):

- The proposed purchase of a Weight-assisted chin dip (for the weights gym) and a Matrix C50 Climbmill (for the cardio gym) can go forward as separate motions to the 7th AGM.
- If approved, the equipment will be purchased from GymQuip (delivery \$318.18 ex GST).
- The Executive Committee will determine whether any existing items of equipment need to be traded-out, depending on space requirements and in consultation with OC members early next year.
- Small items of equipment (dumbbells, kettle bells etc.) do not need to go to the AGM as these can be funded from the gym budget in 2025-26. The selection of items for purchase will be considered by the Committee next year, including any additional suggestions from owners.

Pilates Reformers. In taking these decisions, the Committee had thoroughly researched the July 2025 proposal to purchase two Pilates reformers for the cardio gym. It had consulted extensively with OC members and requested additional information from the proposers and the Gym Sub-committee.

Committee members contacted five commercial gym providers for expert advice. The consistent message was that Pilates reformers aren't generally suitable for residential gyms. These machines are quite technical, need proper supervision (other than for experienced users), require careful storage and should be checked and maintained at least weekly as they are not as robust as other equipment (GymQuip servicing of the Ivy gyms is monthly). Several gym providers noted they had never seen Pilates reformers in a residential gym. All commented that setting up and using these machines requires individual health, balance, flexibility, strength, and experience to be considered.

While gym equipment is used at one's own risk, the Executive Committee noted that it had a duty of care to all Ivy owners, residents, and guests. The Committee was not confident that concerns about the safety, training, supervision, and scope for unrestricted access by inexperienced users had been adequately assessed in the July proposal.

The Committee thanked the original proposers and the Gym Sub-committee for their detailed work on this earlier proposal. Noting the above concerns, the proposers are welcome to continue to refine this aspect of their proposal for consideration at a later time.

4.4.3. 2025-26 Administrative Fund Budget. The Treasurer has continued to refine the 2025-26 Administrative Fund Budget considering recent trade quotations and the likely additional needs of the Owners Corporation in 2025-26. The proposed Budget has also been revised to take account of the Committee's decisions on each of the Improvement Proposals above.

The Committee approved the final Administrative Fund Budget of \$1,292,085 ex GST for 2025-26, as set out in **Addendum 6**, and agreed to its inclusion in the AGM Motions Pack.

Taking account of budget expenditure to be funded from cash reserves (two items totalling \$61,311 ex GST), the Committee noted that Admin Fund levy contributions will increase by just 3.50% this year. The Unit Entitlement is \$123.08 (ex GST) or \$135.39 (GST incl). This is the smallest annual increase we have had since the Owners Corporation was established in 2019.

4.4.4. AGM - Attachments Pack. The Committee authorised the EC Secretary and Strata Manager to finalise all background documents in the AGM Attachments Pack.

4.5. Community Room - Acoustic Panelling & TV Mounting. Point FS is currently installing the acoustic wall panelling in the Community Room. The Facilities Manager has advised that additional 25mm right-angle trim is required around the outside of the panelling to finish the installation. He has requested the work order be updated so they can purchase the trim and have it powder coated (in basalt) at Canfab Engineering in Fyshwick.

The Committee is pleased with progress to date and authorised Bright & Duggan to update the work order.

The TV wall mount has been installed but further reinforcement of the mounting needs to be completed before the TV and then the soundbar can be mounted.

4.6. Breach of House Rules. The Committee was alerted to a potential OC Rule breach relating to pets in the Ivy children's playground area on 3 Oct 25. Upon review of CCTV, it was confirmed that Unit 105 had their dogs off leash and not properly supervised, resulting in at least one instance of the dogs soiling the artificial grass area. This is a repeat offence.

In accordance with sections 109(1) and (2) of the UTMA, the Committee authorised the Strata Manager by ordinary resolution to issue a Rule Infringement Notice (RIN) to Unit 105 for their repeated infringement of OC House Rule 5 - Pets in Units, specifically:

- (iv) the pet owner must not allow their pet to pee or poo on common property and must clean any area of the units plan that is soiled by the animal; and
- (vi) the pet owner must keep dogs on a leash at all times while on common property.

5. MATTERS FOR DISCUSSION

5.1. 6-year Structural Warranty Report. The Committee noted the Facilities Manager is currently reviewing the Sellick Consulting and AM&DM reports in consultation with the EC Secretary. The Strata Manager has provided examples from other strata complexes to assist in the drafting of the Structural Warranty Report to be submitted to Milin before 1 December 2025. Current areas of focus:

5.1.1. Pool Step Cracks. Lacus Engineering has quoted \$9,160 ex GST (quote L250050-001 of 29 September) to conduct a visual inspection of potential cracking in the outdoor pool as an update to their original report to The Ivy EC in mid-2020. The Building Manager is seeking to confirm whether the quote addresses both issues raised by Sellick Consulting (pool step cracking and steel reinforcement ratios consistent with the structural code). A reply is still awaited.

5.1.2. Curtain Wall Leaks. Milin re-inspected the South Tower curtain wall on 31 July and found one area on the Level 8 still requires attention. Taylors Windows attended on 21 August to reseal the sub-frame of the window set from the inside. Milin and Taylors Windows re-inspected Levels 3 to 16 on 27 August and found water ingress still occurring on Level 8.

The Committee is pleased Milin is continuing to press Taylors Windows to rectify. The Building Manager is asked to follow-up with Milin's Maintenance Manager to ascertain the current status. This has been a long-term problem that will be included in the 6-year structural warranty report.

5.1.3. ABS Façade Abseiling Report. As noted at the September EC meeting, the Facilities Manager has been pressing ABS Façade to redo their report on all external fixed window seals (their original email of 29 May was substandard). The substantive report received from ABS Façade on 18 September noted there were no major structural concerns other than with Taylors Windows (above) and degradation of the balustrade washers (which Milin has already rectified).

5.2. Business Service Agreements (BSAs). The Committee continues to finalise Building Service Agreements (BSAs) for several maintenance contracts that are due or falling due in the next couple of months. New BSA's are drafted with 30 September 2028 (for 3-year contracts) as the end date to coincide with the end of The Ivy's financial year:

- Carpet Cleaning Contract. 3-year quotation from Transform Carpets accepted, BSA finalised and sent to Transform Carpets for signature.
- Fermax access control & intercom system. BSA completed and sent to Fermax for quotation.
- Garbage chute cleaning contract. BSA completed and requested to be sent to Douglas Wright for quotation on 22 September.

Four more agreements have been drafted and are under final review by the Facilities Manager:

- Garbage Hoist Maintenance - Southwell Engineering.
- Roof Preventative Maintenance – AM&DM.
- Bin Lifter and Compactor Maintenance - WasTech.
- Garbage Chute Maintenance – to be contestable.

5.3. CCTV System Maintenance. ARA Security submitted a new quotation on 17 September for ongoing maintenance of the CCTV system. This was unexpected as the EC meeting of 16 June 2022 accepted the ARA quotation (AB25022 dated 25 May 2022) for a 5-year contract. Further investigation determined that our then Vantage Stata Manager subsequently signed an updated quotation for a 3-year contract without Committee authority. Noting this, the Building Manager has contacted ARA advising them of this issue and seeking their agreement to honour the original 5-year quotation.

5.4. Roof Top Waterproofing – Possible Remediation Work. Several EC members met with Level 1 Projects (Todd Boland) on 25 September to assess the status of current waterproofing on the main Tower roof tops and seek advice on longer-term planning for any repairs that may be required. Todd confirmed the best permanent solution involves use of a PVC membrane. Although this is quite expensive, it is easily repairable and can be applied section by section to achieve the desired outcome.

The Committee noted the legal obligation on the original developer/builder is to maintain adequate waterproofing protection only for six years. After that, it is The Ivy's responsibility. While few issues were identified in the 6-year structural warranty reports above, there are signs of considerable patching on the South Tower roof, indicating the current surface protection is progressively breaking down.

The Committee has asked both the Facilities Manager and Strata Manager to advise on potential options for more permanent waterproofing treatments, including that identified by Level 1 Projects above. The Committee will need to get expert advice on the current condition of both the North and South Tower Roofs and its likely rate of deterioration. This will be undertaken early next year so the Committee can consider this advice in the context of the Sinking Fund Plan review to be conducted in 2026.

5.5. Building Management Software – Transition from BuildingLink to ResVu software. The Committee agreed at its September meeting to explore options to replace BuildingLink so that a decision on a new software package could be taken well before the current contract expires on 7 November. The Committee focussed initially on MYBOS and while initial indications were positive, a subsequent review of ResVu software determined that it is probably better suited to The Ivy's requirements because it integrates with the StrataMax software used by Bright & Duggan.

The Committee Chair recommended that the Committee agree to transition to the ResVu software, based on the following key criteria:

- **Cost.** \$5,580 ex GST (\$20 per lot) annual licence fee.
 - Potential for a further discount in future years if Bright & Duggan adopt ResVu more widely in Canberra. Bright & Duggan Hunter region is in the process of transitioning from BuildingLink to ResVu. The Ivy will be a lead adopter in Canberra.
 - Less than the current BuildingLink cost (\$6,696 / \$24 ex GST per lot), although BuildingLink has offered to price match to try and retain our business.
 - Less than the quoted cost for MYBOS (\$6,191.60 ex GST in year one; \$7,198.2 for following four years).
- **Owner & Resident Functionality.** Offers key functionality needed by Ivy owners and residents:
 - Maintenance requests.
 - Amenity reservations.
 - Documentation library.
 - Community information.
 - Resident & owner communication (SMS, email, portal messages).
 - Owner financial information – account status and ability to pay levies.
- **Management Team Functionality** (supported by full integration with StrataMax).
 - Integrated Workflows: Customisable forms and automated triage for maintenance, pet applications, amenity reservations, renovations, and other requests (customisable).
 - Document Management: API-synced Stratamax documents (AGMs, minutes, notices) plus additional manual document libraries, fully searchable.
 - Committee Hub: Chat and voting tools centralise EC communication, eliminating email chaos and preserving records for future committees.
 - Automated owner-roll/resident-roll and DocMax document sync, with work orders and invoices visible in the same platform for management (including Building Manager and the Committee).
 - Additional documents can be uploaded manually in ResVu to supplement documents synched from DocMax.
- **Accessibility.** Secure web portal and smartphone App.
- **Supportability.**
 - Local Australia company, headquartered in Adelaide, with an expanding client base.
 - ResVu software is currently being used to manage 35k lots in Canberra. Vantage recently moved all their managed lots to ResVu from BuildingLink.
 - Expanding Knowledge Base (separate resident and admin/manager knowledge bases) of hints, tips, guides, and video demonstrations. Includes context sensitive help linked from within the portal.

- **Update & Evolution.** Regular product updates (every 3 weeks), with new features like the ResVu Inbox and Outlook plug-in rolling out soon. Bright & Duggan are also working on a Calendar “view” functionality in the portal to enhance their current Events list (strong user demand from clients transitioning from BuildingLink).
- **Implementation Timeline.** ResVu has committed to work closely with the Committee, Strata Manager and Matt Benedetti at Point Facilities Solutions to ensure the transition is smooth and that residents are fully supported.

ResVu expect a rapid setup given their exiting integration with StrataMax, close alignment with Bright & Duggan’s systems and advise BuildingLink maintenance data/records can be readily migrated into ResVu:

- By 17 October: the platform will be substantially configured.
- By 24 October: the platform will be ready for rollout to residents, well ahead of BuildingLink’s contract expiry on 7 November 2025.

The Committee unanimously agreed to adopt the ResVu platform as a replacement for BuildingLink, with a target date for full implementation of 24 October 2025. The Strata Manager was authorised to make the necessary arrangements (with assistance from the EC Chair).

The Committee asked the Strata Manager to organise with ResVu (Tom Welsby) for full details of this new platform to be circulated to owners and residents within the next two weeks, including access information and suitable explanatory details.

Assuming all arrangements are satisfactory, including from data transfer and end-user perspectives, the Committee can decide at its next meeting (28 October) whether to close the BuildingLink account or move to a 3-month transition period.

5.6. Basement Carpark Clean. Canberra Sweeping is contracted to provide for two wet scrubs of the basement carparks each year. The last clean was done in mid-March and the next clean is now due.

The Committee agreed to maintain the six-monthly wet scrub of both basements and asked to Building Manager to arrange for late October/early November. The Strata Manager is authorised to issue the work order. Advance notice will be provided to all residents and notices put up in the lobby foyers.

The Committee also agreed that regular cleaning of garage doors should be maintained on an annual basis, with the next clean due in March 2026.

5.7. Building Manager Office Wi-fi System. The internet and Wi-fi system in the Building Manager’s office has not been operational since Opticomm’s router upgrade on 18 September. As this needs to be addressed, the Strata Manager and Building Manager will need to make the necessary arrangements with Opticomm.

5.8. Community Room Reservation. One item raised at the Town Hall meetings was whether there should be an exclusive booking system for use of the new Community Room.

Current Ivy House Rules do not permit the exclusive use of Ivy amenities (the lift bookings being an exception for moving in/out). The Ivy building management portal, amenity reservation functionality allows the requesting resident to alert other residents to the intended use of an amenity at a particular time (Poolside BBQ, Playground BBQ, Community Room).

The Committee is keen to support greater use of the Community room but recognises that difficulties may arise if people are not sufficiently accommodating or community minded. As it is hoped residents will want to make greater use of the Room on a regular basis, some sort of temporary, exclusive reservation option may need to be considered. The Committee agreed to look at this matter more closely in the future and noted the views of owners and residents are always welcome.

5.9. Sprinkler and Fire Hydrant System. The Committee is still waiting on advice from CEFA regarding the need to replace various sprinkler shut-off valves as an unknown number are allowing water to pass and reducing hydrostatic pressure (estimated cost is at least \$23,000).

The Committee has also asked the Building Manager to investigate whether a faulty batch of shut-off valves was originally supplied during construction and whether (and how) these valves would have passed their original inspection and testing. This advice is expected shortly.

5.10. Upcoming Meetings and Schedule of Events. The Committee confirmed the following timetable for AGM preparations and the reduced quorum period:

Mon, 20 Oct:	Last date for circulation of AGM agenda papers to all owners.
Tues, 28 Oct:	Next EC meeting.
End Oct:	Auditor's report for 2025-26 due (to be circulated to owners).
Tues, 11 Nov:	7 th AGM meeting (from 5.30pm – Ainslie Room, Abode Hotel and online).
Tues, 9 Dec:	28-day reduced quorum period expires.
Tues, 9 Dec:	December quarter levies due.

6. MATTERS FOR NOTING

6.1. Quarterly Levy Contributions. Third quarter levy contributions were due on 1 September 2025. Overdue accounts are attracting interest charges at 10% pa (charged monthly), including for partial amounts unpaid.

6.2. AGM Town Halls. Town Hall meetings for Ivy owners to discuss proposed budget and other agenda items at the forthcoming AGM were held on 17 and 25 September, with a good turnout from owners and an informative discussion at each event.

6.3. Bulky Waste Collection Trial. The bulky waste collection will take place on **Tuesday, 28 October**. The Strata Manager advised that 16 owners have submitted applications and paid the necessary fees (for mattresses etc) to Access Canberra to participate in this trial. Participating owners have been advised on the collection arrangements, and the Building Manager will set aside the necessary collection point. The area will be monitored to ensure there is no unapproved dumping.

6.4. New Garden Contractor. Luxe Horticulture commenced their new contract (10 hours per week) on 1 October. They will generally attend on Wednesday mornings and work in conjunction with the Building Manager.

The Committee thanked the Ivy Gardeners who provided flowers in the front foyer to celebrate spring and in support of Canberra's Floriade.

6.5. Outdoor Pool. On Friday, 3 October, the outdoor pool heaters were switched on in the lead up to day light saving. The umbrella covers were also removed. Many residents took advantage of the pool and its surroundings during the long weekend.

6.6. Front Driveway. As approved by the EC, Maritex installed an additional light pole on 30 September to improve entrance lighting to the front driveway.

6.7. Acoustic Engineer Assessment of Ivy Flooring System. The Strata Manager is following up with those units that haven't responded to the request to assist with these testing arrangements. It is anticipated that DDEG could be engaged in November to carry out this assessment.

6.8. Parcel Thefts. Owners are reminded that parcel deliveries to the building are made at their own risk. Opportunist thefts can still occur, especially in the lead up to the holiday season. Residents impacted by theft should report these incidents to the police and advise the Building Manager of the

police report number. The Building Manager will provide relevant CCTV footage to the police for reported incidents to aid their investigation.

The Committee noted that an owner, assisted by the Chair, is exploring the option of getting Australia Post parcel lockers installed at The Ivy. If this option looks feasible, an Improvement Proposal will be prepared to inform further engagement with owners and to assess the level of owner support.

6.9. Unit 233 – Damage to Front Door. The Building Manager is liaising with the current resident to ensure the replacement entry door is properly certified as a fire door and repainted correctly (Dulux Grey Cabin semi-gloss acrylic).

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting concluded at 11.02 am.

8.2. The next EC meeting is scheduled for 9.00 am on Tuesday, 28 October 2025.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

1. Maintenance Activity or Building Works Completed This Month

- Yoga room electrical/MATV works - APEX electrical & data
- Wellness centre sticker name change - Integrity signs
- Rib protection on townhouses - AM & DM
- New gardening contractor commencement - 29th September - Luxe Horticulture
- Re-routing of conduit work in weights gym - SEDA
- Cleaning contractor monitoring - Maiden - BM
- TV wall mount install underway – Point FS
- Acoustic panel install underway – Point FS
- Pool heater switched on - BM
- Umbrella cover removal ahead of day light saving weekend - BM
- Ivy main entry sliding door maintenance - MSR
- October 2025 monthly maintenance - SEDA

2. Forecast Maintenance Activity or Building Works

- Ongoing with Milin & TWS - Curtain wall water ingress - ST level 8 (and other levels)
- Front entry pathway expansion joint - TBC
- Townhouse nib wall separation - TBC
- Hydrostatic test on hydrant system - CEFA
- Replacement of bypassing sprinkler shut off valves – TBC
- Monitor handle sets on entry/exit ground floor doors - BM
- Eastern BBQ camera relocation - TBC
- Access control maintenance - FERMAX
- Sliding door maintenance - MSR
- CCTV system maintenance - ARA Security
- Lift 5 - Auxiliary panel level B1 button replacement - OTIS
- Lift 3 - Lift phone button replacement - OTIS
- Lift lighting issues - OTIS
- Carpark roller door maintenance - ACT Doorland
- Garbage room roller door maintenance - ACT Doorland
- Sauna bench deterioration - BM to get indicative pricing on repairs/replacement.
- Outdoor pool INSNRG floor suction pump - still operational but being monitored – TBC
- Outdoor pool area grass patch rejuvenation - TBC
- Planting of new plants near front entry lobby & HVAC plenum in middle of driveway/walkway - All seasons
- November 2025 monthly maintenance - SEDA
- 3x hot water units requiring replacement/repairs - Watertight
- Grundfos hot water circulation pump controller quotation - Watertight
- External paver pressure clean October/November 2025 - Transform Carpets
- 6 monthly full building carpet clean - September/October 2025 - Transform Carpets
- Carpark wet clean September 2025 service - BM has raised with EC
- Removal of abandoned bicycle and several items above cages on B2 end of August - BM
- Garbage chute clean - Sept 2025 service to be done in November – Douglas Wright Group

ADDENDUM 2

2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 30/09/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMINISTRATIVE FUND

TD01	23/07/2025	4.30%	3 months	\$165,362.47	23/10/2025
TD03	25/08/2025	4.10%	3 months	\$165,404.34	24/11/2025
TD05	07/07/2025	4.20%	3 months	\$122,737.63	07/10/2025

\$453,504.44

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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SINKING FUND

TD02	28/10/2024	4.40%	1 year	\$450,000.00	28/10/2025
TD04	24/08/2025	4.10%	3 months	\$160,183.21	25/11/2025
TD06	14/07/2025	4.20%	3 months	\$219,510.22	14/10/2025

\$829,693.43

2.2 COMMUNITY ROOM EXPENDITURE

Community Room Fund Estimate				\$20,000.00
Date	Expenditure	Committed (ex GST)	Paid (ex GST)	
22/07/2025	Curtains - Nettex Vevey S-Fold Wave		\$3,070.91	
22/07/2025	Furniture - 4 x tables bases + 16 x tub chairs + 18 stackable chairs		\$7,959.36	
22/07/2025	Acoufelt QuietBack acoustic carpet tiles		\$4,631.82	
30/09/2025	Accrual FY25/26 - table tops, furniture	\$4,916.00		
	Total	\$4,916.00	\$15,662.09	\$20,578.09
	Cost against initial estimate			-\$578.09

2.3 IMPROVEMENT FUND

2% Ivy Improvement fund				\$26,249.00
Date	Expenditure	Committed	Paid (less GST)	
20/11/2024	Installation bike rack - B1 north		\$301.43	
12/09/2024	Christmas decorations		\$680.70	
20/01/2025	Look Signage - B1 north		\$148.80	
3/02/2025	Pool corridor mats		\$287.50	
17/03/2025	Foyer - unit signage		\$600.00	
4/04/2025	Pet signage		\$130.00	
26/06/2025	Indoor pool clock		\$129.47	

3/07/2025	Improved street signage - The Ivy		\$3,800.00	
20/06/2025	Additional mirror - garage entrance		\$658.99	
3/07/2025	Power - street signage		\$780.00	
30/07/2025	Acoustic Panels		\$5,063.00	
5/09/2025	Room name plate		\$120.00	
12/09/2025	MATV		\$1,868.18	
12/09/2025	GPO - community room		\$222.73	
12/09/2025	TV remote security cable		\$60.24	
12/09/2025	Bose Soundbar		\$1,395.00	
12/09/2025	Bose Soundbar brackets		\$76.99	
15/08/2025	Weights gym mirrors		\$2,909.09	
20/09/2025	Accrual - acoustic panel and gym conduit	\$5,700.00		
30/09/2025	LG Television		\$3,272.73	
30/09/2025	Accrual - B1 safety strips / painting	\$4,000.00		
	Total	\$9,700.00	\$22,504.85	\$32,204.85
	Total remaining			-\$5,955.85



UP 4787 - The IVY Improvement Proposal

COMMUNITY ROOM KITCHENETTE

SUMMARY OF PROPOSAL:	The Executive Committee (EC) is proposing to install a 1400mm-wide kitchenette to the right-hand cupboard of the Community Room, with a small sink, microwave, and storage. In the left-hand cupboard, open shelves will be installed to neatly store table tennis accessories.
ESTIMATED COST:	ESTIMATED TOTAL: \$9,700 (EX GST) <ul style="list-style-type: none"> • \$4,500 – SUPPLY AND INSTALL KITCHEN CABINETRY AND OPEN SHELVING FOR TABLE TENNIS ACCESSORIES. • \$2,000 – STONE BENCH TOP • \$2,800 – PLUMBING • \$400 – MICROWAVE
PROPOSED BY:	Julianne O’Brien Unit 52
SECONDED BY:	Executive Committee
DATE SUBMITTED TO EC:	22/07/2025
SUPPORTING DOCUMENTS:	Pioneer Kitchens quotation - supply and install Kaboodle Kitchens quotation – supply only

DESCRIPTION

PROPOSAL:	<p>The kitchenette will feature a single-wall layout with a stone benchtop, open shelving, microwave, kettle, and dedicated storage for crockery, cutlery, and cleaning supplies. A fridge or cooktop won’t be included, as the space is intended for light use only. Neutral finishes and streamlined cabinetry have been selected to complement the existing room décor and ensure easy upkeep.</p> <p>In the left-hand cupboard, open shelving will be installed to neatly store table tennis gear, including bats, balls, and accessories. The table itself will continue to be housed in this space.</p>
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Kitchenette located in right-hand cupboard



Open shelving in left-hand cupboard for table tennis accessories



Images shown are for illustrative purposes only. Final design, layout, and finishes will be confirmed by the Executive Committee once the RFQ process is complete.

RATIONALE

The proposed kitchenette will make the Community Room more versatile for day-to-day use. It supports resident activities such as book clubs, games, sports viewing, and small celebrations by offering basic amenities for serving drinks and snacks.

BENEFITS:

Installing a kitchenette is a practical upgrade that improves daily use of the space and adds long-term value to the property.

Adds Long-Term Value

- A well-equipped communal area boosts resident satisfaction and enhances the appeal of The IVY for both prospective buyers and renters.

	<p>Strengthens Community Connections</p> <ul style="list-style-type: none"> By making it easier to host casual get-togethers, share a cuppa, or enjoy a light meal, the kitchenette encourages neighbourly interaction and fosters a stronger sense of community. <p>Adapts to Resident Needs</p> <ul style="list-style-type: none"> Whether it's a tea break, a birthday toast, or a quiet afternoon with a book club, the space flexibly supports a range of resident-led activities. <p>Low-Fuss, Easy to Maintain</p> <ul style="list-style-type: none"> Compact appliances, durable surfaces, and simple cabinetry make the kitchenette practical and low-maintenance—ideal for shared use.
CONSULTATION:	Community Room working group and other owners.
PRIORITY:	For consideration at the 2025 AGM
TIMEFRAME:	Early 2026

IVY EC CONSIDERATION

EC MEETING DATE:	7 OCTOBER 2025
SUMMARY OF DISCUSSION	The Committee agreed the Improvement Proposal for a Community Room kitchenette be put forward as a motion to be considered at the 7 th AGM in November.
BUDGET:	\$9,700 (ex GST)
ACTION:	PROPOSAL ENDORSED AT EC MEETING ON 7 OCTOBER 2025



UP4787 - The IVY Improvement Proposal

PROPOSAL TITLE: GYM EQUIPMENT REFRESH

SUMMARY OF PROPOSAL:	REQUEST TO UPGRADE AND MODERNISE THE IVY GYM FACILITIES BY ADDING TWO NEW PIECES OF EQUIPMENT
ESTIMATED COST:	Estimated cost \$9,895 ex GST (including delivery) – see Attachment A . Potential trade-in credits available from underused cardio equipment (bikes and rowers) through GymQuip
PROPOSED BY:	Executive Committee members (assisted by the Gym Sub-committee)
SECONDED BY:	Samantha Edwards – Unit 120
DATE SUBMITTED TO EC:	7 OCTOBER 2025
SUPPORTING DOCUMENTS:	Attachment A

DESCRIPTION

SUMMARY	<p>Our current gym is well-used and well-loved by many residents. As more residents focus on healthy aging, injury prevention and strength-based movement it has become apparent it is time to upgrade some of our equipment to meet the growing and changing needs of the Ivy community.</p> <p>It is requested that we upgrade and modernise The Ivy gym facilities by adding two key pieces of equipment as well as some free weight equipment. We believe this will improve functionality, safety, and inclusivity for residents of all fitness levels. These upgrades respond to resident feedback and align with the Executive Committee’s focus on healthy ageing, joint safety, and strength-based movement.</p> <p>Proposed new equipment (see Attachment A):</p> <ul style="list-style-type: none"> • Series 2 Weight-Assisted Chin Dip Machine • Matrix C50 Climbmill.
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<p>PROPOSAL</p>	<p>Our gym caters to a diverse community, with residents of varying ages and fitness levels. To continue supporting this inclusivity, the addition of a Climbmill and Assisted Chin Dip machine will enhance accessibility and provide residents with equipment suited for safe strength and cardio training. These machines are designed for controlled, low-impact workouts, ideal for both beginners and experienced users.</p> <p>The Assisted Chin Dip Machine allows users to build upper-body and core strength safely, supporting users who are still developing strength or recovering from injury. The Climbmill offers an effective, joint-friendly cardio workout that builds endurance and leg strength—key for maintaining mobility and energy as we age.</p> <p>To maximise the gym’s space and financial efficiency, it is recommended that underused cardio machines (such as spare bikes or rowers) be traded in through GymQuip to offset the cost of these new additions.</p>
<p>RATIONALE</p>	<p>Updating the gym with new, functional equipment maintains The Ivy’s reputation as a modern, health-conscious building and provides better value for resident strata contributions. Retaining old or unused equipment only reduces its resale and trade-in value over time, while the proposed upgrades will immediately improve functionality, safety, and resident satisfaction.</p>
<p>BENEFITS:</p>	<p>Adding these pieces will provide long-term health and social value including:</p> <ul style="list-style-type: none"> • Wider accessibility: More residents will feel confident using the gym, increasing participation and making strata fees better value for everyone. • Improved wellbeing: These additions support key elements of healthy ageing – strength, heart health, joint safety and balance. • Social connection: These machines encourage shared use and more interaction among residents. • Futureproofing: as the Ivy continues to evolve, so should our shared spaces. The update keeps the gym aligned with modern health needs and expectations. <p>Backed by current health guidelines and research, these machines are widely recognized for supporting muscular endurance, joint function and heart health in people over 40, they’re used in rehabilitation and wellness centres for a reason: they work safely and effectively.</p> <p>We also will benefit from getting credits trading in our excess cardio equipment to use towards this upgrade.</p>
<p>CONSULTATION:</p>	<p>Matt Lam, Building Manager Ivy residents via Facebook page and in-person discussions EC consultation with all OC members</p>

PRIORITY:	Medium
TIMEFRAME:	Preferred purchases early in 2026

IVY EC CONSIDERATION

EC MEETING DATE:	7 OCTOBER 2025
SUMMARY OF DISCUSSION	The Committee agreed the proposed purchase of a Series 2 Weight-assisted chin dip and a Matrix C50 Climbmill be included as motions to be considered at the 7 th AGM in November – see Attachment A .
BUDGET:	\$9,895 ex GST (including delivery)
ACTION:	PROPOSAL ENDORSED AT EC MEETING ON 7 OCTOBER 2025

Proposed New Gym Equipment

1. Body Solid Series 2 S2ACD Weight-assisted Chin Dip (Weights gym)

Cost: \$4,995.45 plus GST

Body-Solid's Weight-Assisted Chin Dip Machine allows users to perform dip, chin-up and pull-up movements more easily and effectively by counterbalancing the user's bodyweight. The S2ACD is available with a 235lb weight stack. This counterbalanced weight allows for full range of motion, perfect repetitions and proper form regardless of the user's current fitness level. The S2ACD features two wide lat pull-up grips, both neutral and traditional for exercise variety. The unique close grip chin-up bar folds out of the way for the other exercises and also features both a neutral and traditional hand grip positions.

The dimensions are: 1600mm deep x 1117mm wide x 2235mm high. It will fit in the weights gym by moving other equipment, no trade ins required.



2. Matrix C50 ClimbMill (Cardio Gym)

Cost: \$4,580.91 plus GST

Designed to burn calories while simultaneously toning the lower body, the Matrix C50 ClimbMill is up there with the best ClimbMills available on the market today and is made for the modern fitness enthusiast.

With 25 levels of resistance, the C50 is a premium gym-club-quality ClimbMill. Built-to-last with a premium frame that fits comfortably in your home, the C50's smooth seamless operation allows for natural, free-flowing, stair-climbing movement, ensuring you have a great experience with every step, every time.

The 3 screen types available are the XIR, XER and XR. The 2 more expensive screens offer HD displays, access through WiFi Blue tooth and HDMI. None of our current equipment have any of these features but still do the job.

Dimensions are: 1350mm long x 720mm wide x 1900mm high. Including this machine will require removing an existing piece of equipment.



3. Delivery and Assembly

Delivery and assembly of two units including the removal of old units - \$318.18 plus GST.
Delivery time is 7-21 days approximately.

ADDENDUM 5

UP4787: OWNERS CORPORATION INVOICES PAID IN SEPTEMBER 2025

Added Date	Description	Creditor Name	Invoice Amount	Invoice Number
2/09/2025	24.07.25-25.08.25	ACTEWAGL	\$2,739.57	999255886911
16/09/2025	MATV	APEX ELECTRICAL AND DATA	\$245.00	594
16/09/2025	MATV	APEX ELECTRICAL AND DATA	\$2,055.00	565
18/09/2025	ARTHUR J. GALLAGHER & CO 2	ARTHUR J. GALLAGHER & CO	\$2,355.00	101132389
9/09/2025	25 Aug - Contract	COMPLETE ESSENTIAL FIRE & AIR	\$1,160.59	10050121
9/09/2025	25 Sep - Contract	COMPLETE ESSENTIAL FIRE & AIR	\$1,160.59	10050156
17/09/2025	Install Gym Mirrors	DISCOUNT GLASS	\$3,200.00	43199
3/09/2025	Reader Cover	FERMAX AUSTRALIA PTY LIM	\$181.50	00045555
5/09/2025	U123 Legal Expenses	GRACE LAWYERS	\$112.00	192634
5/09/2025	U145 Legal Expenses	GRACE LAWYERS	\$112.00	192630
5/09/2025	U210 Legal Expenses	GRACE LAWYERS	\$112.00	192631
11/09/2025	Moisture Tester	GUY HUTCHISON	\$24.54	2025-09-11
15/09/2025	Townhouse Rib Repair	HILTIVE T/AS AM & DM ROOFING	\$511.50	ITR-1675
5/09/2025	Room Name Plate	INTEGRITY SIGN & FILM DESIGN	\$132.00	00027141
18/09/2025	Delete Bank Acc	JOHN RISK	\$76.99	2025-09-18
15/09/2025	Soundbar	JOHN RISK	\$1,395.00	2025-09-15
18/09/2025	TV Supplies	JULIANNE O'BRIEN	\$60.24	2025-09-12
12/09/2025	Apex Balance	JULIANNE O'BRIEN	\$143.00	2025-09-12
11/09/2025	25 Aug - Contract	M & M ROLFE CLEANING SERV	\$16,436.92	INV-8973
12/09/2025	Replace Downlight	MARITEX COMMERCIAL	\$660.00	INV-85891
5/09/2025	Repair Lights	MARITEX COMMERCIAL	\$1,336.94	INV-85634
25/09/2025	19.06.25-22.09.25	ORIGIN ENERGY ELECTRICITY LTD	\$312.93	110256477
25/09/2025	22.06.25-22.09.25	ORIGIN ENERGY ELECTRICITY LTD	\$135.95	110420897
2/09/2025	19.09.24-21.06.25	ORIGIN ENERGY ELECTRICITY LTD	-\$15.51	110320798
18/09/2025	Repair Bollards	POINT FACILITIES SOLUTIONS PTY	\$495.00	INV-2211
2/09/2025	25 Sep - Contract	POINT FACILITIES SOLUTIONS PTY	\$10,010.00	INV-2191
24/09/2025	25 Aug - Contract	SOUTHWELL ENGINEE PTY LTD	\$601.59	370351
4/09/2025	25 June - Chemicals	TOTAL POOL SERVICE	\$1,220.87	45514
1/09/2025	25 Aug - Chemicals	TOTAL POOL SERVICE	\$469.02	INV-47382
1/09/2025	25 Aug - Contract	TOTAL POOL SERVICE	\$1,122.00	INV-47381
25/09/2025	Tip Machine Service	TRANSFORM CARPETS	\$4,990.00	IVYTowers
1/09/2025	25 Aug - Cardboard	VEOLIA	\$13.07	8100571652
25/09/2025	Compactor Service	WASTECH ENGINEERING	\$379.50	662085128
25/09/2025	Tip Machine Service	WASTECH ENGINEERING	\$165.00	662085129
1/09/2025	25 Sep - Contract	WATER TIGHT CANBERRA	\$335.87	INV-11979



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 259/15 Irving Street, Phillip

Date: Thursday, 23 October 2025

Time: 9.04 am

1. MEETING FORMALITIES

1.1 Attendance and apologies.

Attendance: Julianne O'Brien (Treasurer and A/g Chair), Kevin O'Brien (Secretary), Donna MacPherson, Guy Hutchison, John Risk, Carol van Gelder,

Apologies: Don McLean, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

1.2 Conflicts of Interest. Nil

1.3 Previous Meeting Minutes. The Minutes of the EC's Meeting on Tuesday, 7 October 2025 are confirmed.

2 BUILDING & FACILITIES MANAGEMENT

2.1 Building Condition Report: The previous Report of 7 October 2025 has been circulated to OC members. The next Report will be prepared for the Committee's meeting in November.

3 TREASURER'S REPORT AND LEVY SITUATION

3.1 Overall Financial Position @ 20 October 2025

3.1.1 Total Owners Funds: \$1,377,459.45

- Administration Fund - \$480,264.28
- Sinking Fund - \$853,422.91

3.1.2 Owners Net Assets: \$1,337,240.47

- Assets = \$1,377,459.45
- Liabilities = \$40,218.98

3.1.3 Cash Accounts.

- Admin Fund = \$151,108.87
- Sinking Fund = \$40,835.39

3.1.4 Investment Accounts (see Addendum 1).

- Admin Fund Investments = \$332,458.94
- Sinking Fund investments = \$831,964.61

3.2 Investment Activity.

3.2.1 The following investment activity has been undertaken since the Committee last met on 7 October 2025 (see Addendum 1.1):

- **TD01 Administrative Fund.** Matured on 20 October 2025. The principal (\$165,362.47) plus interest of \$1,692.13 (Total \$167,054.60) was reinvested for 3 months at 3.95%. The Committee noted that interest was not paid into the Sinking Fund cash account as directed (see item 3.2.2).
- **TD05 Administrative Fund:** Matured on 7 October 2025. This account has been closed for cash flow purposes to pay the annual insurance premiums due in October (\$96,306 ex GST).

The Committee noted that interest was also not paid into the Sinking Fund cash account as directed (see item 3.2.2). A new TD05 investment account will be opened when sufficient Administrative Fund levy contributions are received.

- **TD06 Sinking Fund:** Matured on 14 October 2025. The principal (\$219,510.22) plus interest (\$2,271.18) was invested for 3 months at 3.95% (total investment \$221,781.40).

The Strata Manager confirmed this re-investment overlooked the Committee's direction to include the current Sinking Fund cash balance. He has undertaken to ensure the new cash balance is invested when Sinking Fund TD02 matures on 28 October (see item 3.3).

3.2.2 Given these ongoing financial management issues, the Committee requested the Strata Manager to issue a standing instruction to the Bright & Duggan financial team in Newcastle. Until further notice:

- Interest: The interest payment on each Administrative Fund investment account is to be transferred into the Sinking Fund cash account on the same day each account matures.
- Cash Balance: The re-investment of each Sinking Fund investment account is to include the available balance in the Sinking Fund cash account on that day.

3.3 Financial Decisions. The Treasurer noted that at its 7 October 2025, the Committee issued instructions to Bright & Duggan on how to reinvest the four remaining investment accounts up to and during the reduced quorum period following the AGM. The Committee reaffirmed these instructions, with the additional instruction for TD02 noted above:

- **TD02 Sinking Fund.** Matures 28 October 2025: On maturity, Bright & Duggan is directed to reinvest the current principal (\$450,000) plus interest plus the Sinking fund cash account balance for six months with the Bank of Queensland at the best interest rate and to provide the re-investment details to the Committee.
- **TD03 Admin Fund.** Matures 24 November 2025.
- **TD04 Sinking Fund.** Matures 24 November 2025.

3.4 Levy Arrears (20 October 2026) = \$22,440.47 (incl GST).

3.4.1 A total of 40 units are non-financial (their accounts are in arrears).

- 10 units have not made a payment towards their 1 September levy
- 5 units have made partial payments towards their 1 September levy.
- The 25 remaining units have not paid the additional fees from arrears interest, late payment notices, the purchase of keys fobs or fines from breach of house rules etc.

The Committee noted owners who are non-financial, even if they owe just a few cents, are unable to vote at the upcoming Annual General Meeting on 11 November 2025.

3.4.2 Unit 210 – \$2,451.86 arrears: Recommendation to Commence Legal Action.

The following notice was received from Grace Lawyers on 20 October 2025:

A letter of demand (LOD) was issued to the above debtors on 1 September 2025 seeking payment of the total sum of \$2,433.75 within 14 days. As noted below, the 14-day period for payment of the LOD has since lapsed. We have obtained the attached ledger which reveals the debtors have failed to make any payments towards the LOD. Given the above, we would now recommend commencing proceedings against the debtors. Please confirm whether you agree with our above recommendation.

The Committee accepted the Grace Lawyer's recommendation and authorised the Strata Manager to issue instructions to commence legal action against this debtor.

3.4.3 Payment Plans. Owners experiencing financial difficulty are invited to contact the Strata Manager, Tristan Veurink (02 6156 3305) to discuss a payment plan to help manage their levy contributions. The account will not go legal (and interest is not charged) if there is an approved payment plan in effect.

3.5 Auditors Report FY 2024-25. On 20 October 2025, the independent auditor, Harry Cudmore of Kelly+Partners, provided the firm's Audited Report for the 2024-25 Financial Year. There were two minor discovery items, a post audit adjustment of \$375.64 and a request to submit the updated insurance valuation. Kelly+Partners noted these two items do not result in a qualified Audit Report.

The Committee noted receipt of the Auditor's Report and the post-audit adjustment. The Committee authorised the Strata Manager to circulate the Report to owners for the AGM on 11 November 2025.

4 MATTERS FOR DECISION

4.1 Out-of-Session Decisions. The Committee has taken the following decisions out-of-session since its meeting on 7 October 2025:

4.1.1 Community Room. On 15 October, Committee members approved the P&M Fire Protection quote to supply and install ProMAT fire protection collars to the new electrical circuit for the TV and soundbar in the Community Room (Quote CO25156 Rev.1 of 2 October for \$750 ex GST). Bright & Duggan has issued the work order.

Committee members also approved new brackets for attaching the sound bar to the TV (estimated cost \$60). Point FS advised there was not enough purchase for the current brackets behind the gyprock wall. The Committee confirmed the out-of-session decision.

4.1.2 Building Manager's Wi-fi. Committee members approved an OCCOM Fibre 12 Plan (\$58 per month, no contract) on 16 October to re-establish the internet connection in the Building Manager's office (Opticomm has disconnected the previous free service). The internet connection was restored on 17 October.

The Committee confirmed the out-of-session decision.

4.2 Basement Yellow Zebra Crossing. As requested at the last meeting, the Building Manager obtained a quote from Capital Lines and Signs to install a yellow painted Zebra Crossing in the shared pedestrian zone on Basement 1 outside the North Tower lift (Quote 15832 for \$1,000 ex GST of 8 October 2025).

The Committee approved the Capital Lines and Signs quote. The Strata Manager is authorised to issue the work order and the Building Manager is asked to arrange for early installation.

4.3 Breach of OC Rules – Rule Infringement Notice. As authorised at the last Executive Committee meeting, the Strata Manager issued a Rule Infringement Notice (RIN) on 14 October for a breach of Rule 5 (Pets in Units), specifically:

" The pet owner must not allow their pet to pee or poo on common property and must clean any area of the units plan that is soiled by the animal;" and

" The pet owner must keep dogs on a leash at all times while on common property."

The Unit owner has since advised that extenuating circumstances contributed to the breach, has assured the Committee the incident will not recur, and has requested that the RIN be withdrawn.

The Committee wishes to reiterate the importance of all owners upholding their responsibilities to the broader Ivy community. The OC's Rules are the standards that the whole Ivy community has agreed to live by. Respect for neighbours and a commitment to cooperative living are fundamental to our shared environment.

Considering the owner's response, the Committee is prepared to suspend the current RIN provided the owner submits a written undertaking to comply with the OC's Rules moving forward.

Should this undertaking be received and the owner continues to abide by the Rules, no further action will be taken in relation to this incident. However, future breaches will result in reactivation of the RIN and associated fees. The Committee authorised the Strata Manager to communicate this decision to the Unit owner and to suspend the RIN upon receipt of their written commitment.

4.4 Unit 233 - Damaged Unit Front Door. The Committee noted it is now six weeks since this incident happened (early September 2025). The replacement entry door has yet to be certified as a fire door and the door has yet to be repainted (Dulux Grey Cabin semi-gloss acrylic).

The Strata Manager is asked to write to the owner and property manager (Cream Residential) requesting that these matters be attended to within the next 14 days. Failure to act will require the Owners Corporation to arrange both painting and fire certification and for these costs to be charged back to the owner.

4.5 Burnout in the Front Driveway. An occupier or guest of unit 233 (black Mercedes DDC 34H) performed a burnout in the front driveway around 11.00 pm on 8 October 2025. The incident has been caught on camera and the Building Manager was asked to notify the Woden Police, obtain an incident number and provide relevant CCTV footage.

The Committee noted that anti-social and intimidating driving behaviour, including burnouts, is illegal under ACT law. As such, it is also a breach of our OC's Rules (Rule 10 - illegal use of a unit).

The cost of repairing damage caused by such a wilful or negligent act of an occupier or guest is also recoverable under Section 31 of the UTMA.

The Committee authorised the Strata Manager to advise the owner (including their property manager and occupant) that they are liable for the cost of removing these burnout marks and that any subsequent breach of the OC's Rules will be issued with a Rule Infringement Notice (with the associated fee also charged to their unit).

Post meeting note: A second burnout was performed by the same vehicle (DDC 34H) around 2.15 pm on 24 October 2025. This incident has also been reported to the Police. The Building Manager is asked to arrange for professional cleaning and the costs will be charged to the unit owner. The Strata Manager is authorised to issue the work order.

- 4.6 Dogs Off Leash.** The Committee has been advised that several unit owners still have their dogs off leash while on common property. The Strata Manager is asked to notify these owners of their obligations under the OC's Rules and to seek their compliance.

5 MATTERS FOR DISCUSSION

- 5.1 7th AGM Meeting – 5.30 pm Tuesday 11 November.** The Strata Manager circulated the formal Meeting Notice and Agenda (with all motions and attachments) on 20 October, three weeks in advance of the AGM. You are encouraged to read the 14 motions carefully as they provide for our collective wellbeing going forward.

Included with the meeting notice are the various voting forms as editable PDFs (Absentee Voting, Appointment of a Proxy, Company Nominee form and EC Nomination form).

Owners should respond electronically to Bright & Duggan before close of business **Friday, 7 November 2025**. Completed forms, as well as requests for additional information, should be sent to tristan.veurink@bright-duggan.com.au.

- 5.2 Business Service Agreements (BSA).** Committee members have been working on another seven BSAs, each offering a 3-year service and maintenance contract to 30 September 2028. The Committee would like to thank our Facilities Manager, Matt Benedetti, and Building Manager, Matt Lam, for their expert advice and assistance in updating the proposed Scope of Work for each contract.

The Committee requested the EC Secretary to provide guidance to the Strata Manager on each of the following BSAs so they can be distributed, agreed and signed before the end of November.

- 5.2.1 Existing Contractors.** The Committee confirmed it was satisfied with the performance and competitiveness of four current contractors:
- Access Control and Intercom System – Fermax.
 - Garbage Chute Cleaning contract – Douglas Wright.
 - Garbage Hoist Maintenance – Southwell Engineering.
 - Colorbond Roof Maintenance – AM&DM.

The Committee approved each of these proposed BSAs (noting that AM&DM is with the Facilities Manager for final comment) and requested the Strata Manager to obtain quotations from these contractors for a 3-year agreement to 30 September 2028.

- 5.2.2 Contestable Contracts.** The Committee agreed three other BSA contracts should be fully contestable (potential suppliers are listed below). The Facilities Manager has again assisted with a more refined Scope of Work in each case:

- Bin Lifter and Compactor Maintenance (WasTech, Southwell, Crown and Sitecraft).
- Garbage Chute System Maintenance (WasTech, Point FS Maintenance, Next Gen Chutes).
- CCTV and NPR System (ARA Security, others to be advised by BM).

The Committee approved each of these BSAs for quotation purposes and asked the Strata Manager to seek a 3-year quotation from these listed firms.

5.3 6-year Structural Warranty Report. The EC Secretary has prepared a draft letter to Milin Builders and a tabulated summary of the main defects identified in the three professional reports commissioned for this exercise, namely:

- Sellick Consultants Pty Ltd – Inspection Report, 31 July 2025.
- AM&DM – Townhouse Roofing, 1 July 2025.
- ABS Facades – Abseil Inspection Report, 10 Sept 2025.

The Committee noted the overall condition of the building is good and no major defects or structural issues were identified that we were not already aware of. The Committee would like to thank our Facilities Manager, Matt Benedetti, for the detailed comments provided against each of the general defects that were identified.

The Committee authorised the EC Secretary to finalise the submission to Milin Builders, in consultation with the Strata Manager and Facilities Manager, and agreed it should be signed by the Strata Manager. Copies will be circulated to all members of the Owners Corporation.

5.4 Community Room Availability. The Committee is aware that residents wish to make use of the Community Room at an early opportunity. Unfortunately, there is still some additional work required. It is hoped this can be finalised in the next two weeks and residents can be invited to attend the official opening. Please avoid the area for the present to minimise the risk of damage or injury.

5.5 Community Room - Additional Camera. With improvements to the Community Room, the Committee agreed in-principle to install a second camera at the east end of the room to ensure adequate oversight. The existing camera has a good field of view of the room, except directly at the TV and sound bar (and proposed kitchenette).

The Building Manager is asked to obtain competitive quotes for an additional camera in the Community Room (including to move the BBQ camera slightly), noting the previous quote from ARA Security for another area of the building. Once received and a quote approved out-of-session, Bright & Duggan is authorised to issue the work order.

5.6 Basement Carpark Clean. The Committee noted Canberra Sweeping is scheduled to perform a wet scrub of both basements on 19-20 November. The work order has been issued, and the Strata Manager is asked to SMS owners on each day of service (Basement 1 on 19 November).

The Building Manager is asked to put notices in the entry foyers and to obtain a 2-year fixed-price quote with Canberra Sweeping for 2026 and 2027 (two wet scrubs a year).

5.7 Sprinkler and Fire Hydrant System. The Building Manager has been in regular contact with CEFA and provided additional advice to the Committee on 22 October. CEFA has advised at least 60% of the isolation valves were letting water to bypass on the day of the hydrostatic test (reducing pressure levels). It is more efficient and will reduce the cost of further testing if all valves are replaced at the same time.

The Committee accepted the CEFA quote of 29 July 2025 (#1651 for \$23,860 ex GST) for all isolation valves to be replaced at the same time. Bright & Duggan is authorised to issue the work order.

5.8 Basement Entry Door - Safety Bar Extension. The Committee is conscious there is still a risk of above-height vehicles damaging plumbing and sprinkler infrastructure on Basement 1 near the main entry roller door. Similar damage was reported at the Trilogy Apartments recently and they have incurred major rectification costs.

The Committee requests Point FS to advise on the scope for adding to or extending the current height entry bar into Basement 1 to reduce the risk of a similar incident occurring.

6 MATTERS FOR NOTING

6.1 Quarterly Levy Contributions. Third quarter levy contributions were due on 1 September 2025. Overdue accounts are attracting interest charges at 10% pa (charged monthly), including for partial amounts unpaid.

6.2 Electricity Prices. As part of the agreement with Origin Energy to upgrade the OC's hot water system (at zero cost to owners), the Executive Committee negotiated a 10% reduction in each owner's electricity tariff for the next 12 months. Origin Energy has emailed owners to confirm this price reduction (from 28.3965 cents per kWh to 25.5573 cents per kWh) will commence from 31 October 2025.

6.3 Parcel Thefts. As we approach the festive season, all residents are advised to be vigilant and take necessary precautions. Parcel deliveries to the building are made at your own risk.

Residents who suspect that their parcel has been stolen can request the Building Manager to review the CCTV to determine if parcel theft has occurred. Specific date and time information is necessary to narrow the CCTV review window.

Residents impacted by theft should report these incidents to the police and advise the Building Manager of the police report number. The Building Manager will provide relevant CCTV footage to the police for reported incidents to aid their investigation.

6.4 Bulky Waste Collection Trial. This has been scheduled for 28 October. Participating owners have been notified of arrangements.

6.5 Breach of OC Rules. A warning notice was issued for a breach of the OC's Rules for failing to close a pool umbrella after use. The umbrella was left open over the weekend in high wind conditions. Fortunately, it was not damaged.

6.6 Outdoor Pool. Heating of the outdoor pool commenced on 3 October, in line with day light saving. Residents are requested to act responsibly, ensure their children and guests are properly supervised and pool umbrellas are closed in high wind conditions or when you leave the pool area.

A summary of current settings for the indoor pool/spa and outdoor pool is at **Addendum 2**.

6.7 Garden Committee. Guy Hutchison met with Luxe Horticulture and discussed current priorities and the state of the irrigation system. IVY Gardeners will be setting a list of priority staged work for the summer season. Impatiens were planted in the 4 outdoor pots near the Community Hub.

7 GENERAL BUSINESS

7.1 There was no general business.

8 MEETING CLOSURE

8.1 The meeting closed at 10.24 am.

8.2 The next EC meeting is scheduled for mid-November, date and venue to be decided.

ADDENDUM 1

1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 20 October 2025

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	20/10/2025	3.95%	3 months	\$167,054.60	19/01/2026
TD03	25/08/2025	4.10%	3 months	\$165,404.34	24/11/2025
TD05	Closed 07/10/25				

\$332,458.94

SINKING FUND

TD02	28/10/2024	4.40%	1 year	\$450,000.00	28/10/2025
TD04	24/08/2025	4.10%	3 months	\$160,183.21	25/11/2025
TD06	14/10/2025	3.95%	3 months	\$221,781.40	14/01/2026

\$831,964.61

ADDENDUM 2

CURRENT POOL, SPA AND SAUNA SETTINGS

Spa Settings:

- Water Temperature: 38°C
- Timer Duration: 10 minutes

Indoor Pool Settings:

- Water Temperature: 32°C

Outdoor Pool Settings:

- Water Temperature: 27°C
- Heating Period:
 - 8.3** On – Daylight Savings Start
 - 8.4** Off – Daylight Savings Finish

Sauna Settings

- Sauna Temperature: 85°C
- Sauna Timer: 90 mins



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 259/15 Irving Street, Phillip
Date: Tuesday, 16 September 2025
Time: 9.04 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Donna Macpherson (virtually), Carol van Gelder, Guy Hutchison, Tristan Veurink (Ivy Strata Manager - Bright & Duggan).

Apologies: John Risk, Khevna Patel (Bright & Duggan).

1.2. Conflicts of Interest. Nil.

1.3. Previous Meeting Minutes. The Minutes of the EC's meeting on Friday, 15 August 2025 are confirmed.

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report (27 August 2025) – Rating 68/75 (90.7%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

The Report highlights several current concerns:

- Milin and Taylors Windows re-inspected the South Tower curtain wall again on 27 August and found water ingress still occurring on Level 8 (see item 5.2.2).
- Owner and visitor vehicles are still blocking the trade parking bays and drop off zone.
- Litter and food scraps remain a problem in the South Tower fire stairs.
- CEFA is still looking at options to rectify the hydrostatic testing leaking sprinkler shut-off valves (item 5.10).
- Replacement grey pavers have been ordered from Artisan Exteriors for the front pedestrian walkway.
- Sauna benches (and accompanying supports) are continuing to deteriorate (BM to get indicative pricing).

2.2. Project Activity Completed and Forecast (for details see **Addendum 1**). Owners and residents are advised that:

- The new contract cleaner, the Maiden Cleaning Group, started on 4 Sept, re-employing our previous cleaning staff with some improvements to their routine.
- Stage 2 of our 2025 Higgins Painting program was completed on 5 Sept.
- The acoustic panelling for the Community Hub was delivered on 5 Sept. Powder coating of the edge trims and profiles (by CanFab Engineering) is scheduled for later this week.

- Furniture for the Community Hub was delivered on 8 Sept, which EC members have assembled. Other purchases are planned (see items 4.1 & 4.2).
- SEDA rewired the air-con conduit in the Weights Room on 8 Sept and Point FS patched the air-con conduit wall marks on 10 Sept.
- Apex Electrical installed a new power circuit and MATV connection to the Community Hub on 11 Sept (see item 4.1.1).
- Discount Glass installed the wall mirrors in the weights gym on 16 Sept (see item 5.6).
- Point FS is scheduled to install the TV wall mount (item 4.1.2) and acoustic panelling later in the month.
- The new gardening contractor, Luxe Horticulture, is due to start on 29 Sept.

3. TREASURER’S REPORT AND LEVY SITUATION

3.1. Overall Financial Position @ 13 September 2025

- **Total Owners Funds:** \$1,262,202.95
 - Admin Fund - \$484,692.00
 - Sinking Fund - \$855,674.56
- **Owners Net Assets:** \$1,574,680.55
 - Assets = \$1,642,993.28
 - Liabilities = \$68,312.73
- **Cash Accounts:**
 - Admin fund = \$242,503.72
 - Sinking Fund = \$36,790.48

3.2. Investment Accounts: (see Addendum 2)

- Admin Fund Investments = \$453,504.44
- Sinking Fund Investments = \$829,693.43

3.3. Investment activity. The following investment activity has been undertaken as authorised at the Committee’s last meeting on 15 August 2025 (see **Addendum 2.1**):

3.3.1. TD03 Admin Fund: On 25 August 2025, the current principal (\$163,690.30) plus interest (\$1,714.04) was reinvested for 3 months at 4.10% (total reinvestment \$165,404.34).

3.3.2. TD04 Sinking Fund: On 25 August 2025, the current principal (\$121,219.64) plus the Sinking Fund cash account balance (\$37,697.81) plus interest (\$1,265.76) was reinvested for 3 months at 4.10% (total reinvestment \$160,183.21).

3.4. Financial decisions. The Committee noted the next round of investment decisions will be taken at its 7 October meeting (to cover the AGM notice and reduced quorum periods).

3.5. Admin Budget – Areas of concern. After eleven and a half months, most budget line items are either on budget or expenditure is less than allocated. We are overspent in the following categories:

Description	Spent to date	2024-25 Budget	Overspend	
R&M - Building	\$15,558.44	\$3,000	\$12,558.44	New category in 2024/25 to capture unscheduled building repair & maintenance. In previous years some of the repair costs would have been captured in the 5% contingency category.

R&M - Plumbing (Hydraulics)	\$18,045.40	\$11,069	\$6,976.40	Over \$10,000 spent to date to investigate individual unit water hum and hammer issues.
Security - service contracts	\$5,598.75	\$3,583	\$2,015.75	Fermax service was under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum. 7 Sept 2024 invoice paid in 2024-25.
R&M - Fire equipment	\$59,121.60	\$53,446	\$5,676.60	The budget for 5-year maintenance of the Fire Hydrant system did not account for an additional 33 hydrants, relief valves or hydrostatic testing.
R&M Pools and Spa	\$20,302.26	\$12,615	\$7,687.26	Unexpected costs to replace three pool pumps, gas valves, spa element replacement and boiler flue repairs.

3.6. EOFY Position – Projection

Total 2024/25 Admin budget	\$1,404,303	
2024/25 levy income	\$1,189,168	
Spent to date	\$1,093,034	
Expected September expenditure	\$99,614	
Accruals - projected expenditure	\$59,350	Accrual of September expenditure but invoiced in October 2025 e.g., cleaning, water usage, defect reports, pool service and consumables etc
Total expected Expenditure	\$1,251,998	
Levy income less total expected expenditure	-\$62,830	

The drawdown of cash reserves approved at last year’s AGM was \$215,136 (Admin budget less levy income above). Being able to keep the expected drawdown to less than \$65,000 reflects the significant savings achieved through renegotiated contracts, better strata management and insurance arrangements and careful expenditure decisions, while still being able to put all agreed improvement proposals in place.

3.7. Improvement Fund (see **Addendum 2.2**)

3.7.1. 2% budget allocation: \$26,249 (ex GST)

- Total expenditure (year to date): \$12,579.89
- Authorised commitments (not yet paid): \$15,646.92
- Remaining allocation: **-\$1,977.81**

3.8. Community Fund (see Addendum 2.3)

3.8.1. Budget allocation: \$20,000 (ex GST)

- Total expenditure (year to date): \$13,203.18
- Authorised commitments (not yet paid): \$5,165.91 (including item 4.2)
- Remaining allocation: \$1,630.91

3.9. Levy Arrears (as of 13/09/2025) = \$80,392.91

3.9.1. Forty-nine units have not paid their 1 September 2025 levy as of the above date. Owners are reminded that interest will be incurred after 28 days.

3.9.2. The following units were referred to Grace Lawyers for legal action as their arrears have gone past 90 days as of 1 September 2025:

- Unit 145 - \$3,678.97 in arrears
- Unit 210 - \$2,434.34 in arrears.

Owners experiencing financial difficulty are encouraged to contact the Strata Manager (02 6156 3305) to discuss a payment plan to pay past and future levies. The account will not go legal if there is an approved payment plan in effect.

4. MATTERS FOR DECISION

4.1. Community Room Upgrade - Out-session Decisions. At its 15 August meeting, the Committee agreed to take several decisions out-of-session:

4.1.1. Electrical circuit and MATV connection. The Committee agreed on 1 September to accept the Apex Electrical and Data quotes for both these items (#565 of 29 August for \$1,868.19 ex GST and #594 of 29 August for \$222.73 ex GST), noting this was around \$450 less than the Maritex quote. Bright & Duggan issued the work order and Apex Electrical completed the installation on 11 September.

4.1.2. TV Wall mount and Sound Bar. Handyman ACT declined to install the TV wall bracket as a small stand-alone job. The Committee had previously agreed to use Point FS on a “do and charge” basis. Bright & Duggan was authorised to issue the work order on 3 September. The 4K TV and Bose sound bar have been purchased (total cost \$4,540.91 ex GST).

4.1.3. Apex Furniture. The first delivery of furniture for the Community Hub arrived on 8 September, but all four timber tabletops were damaged. Apex Furniture accepted the damage report and issued a credit note for the full amount (\$2,076 incl GST).

The Committee agreed on 10 September not to source replacement tabletops from Apex because of the lack of quality control (see item 4.2). Instead, the Committee agreed to use the credit note to purchase four additional chairs (matching colours) and 6 black stackable chairs and authorised the Treasurer to place the order (additional cost \$130 ex GST, including delivery). The consignment is due for delivery over the next 3-4 weeks.

The Committee confirmed these out-of-session decisions.

4.2. Uneke Furniture. The Committee agreed on 10 September to contract Uneke Furniture to replace the four damaged tabletops. This is the same company that supplied our library bookcases. Three EC members visited the factory in Bungendore on 15 September to finalise the timber selection (Tasmanian blackwood) and ensure suitable quality.

The Committee accepted the quote of \$2,600 ex GST as it is a better-quality timber with a 2-pack finish. The quote includes delivery (in 3-4 weeks) and installation. Bright and Duggan is authorised to

issue the work order to Uneke Furniture. Other Community Hub matters are discussed at items 5.5.1 and 5.5.2.

4.3. Appointment of Auditor. The Committee agreed to re-appoint Kelly+Partners to audit the Ivy's 2024-25 financial year accounts which close on 30 September. The Committee requested Bright & Duggan to forward the finalised accounts to the Kelly+Partners as soon as possible, so the audited statement of accounts can be circulated to owners before the end of October 2025 (ahead of the AGM on 11 November).

4.4. Unit 56 – Alteration Application. The owner submitted an alteration request (and all relevant documentation) on 5 September to replace the existing carpet in the unit with hybrid flooring in the kitchen, living, dining and hallway. The Building Manager had reviewed the proposed new flooring details in June, but the owner has subsequently submitted an application with a different product.

The Committee is waiting on updated advice from the unit owner so the Building Manager can confirm the new flooring's acoustic rating (the supporting documentation should confirm whether it achieves a 5 Star rating) and has agreed to take a decision out-of-session as necessary.

4.5. Building Valuation & Building Insurance. AJ Gallagher advised the Committee on 3 September that QIA's new building valuation for the Ivy is \$190,690,000. This is a 13.9% increase since the last valuation in July 2023 (also done by QIA). The Committee received this higher building valuation on 4 September, and a copy of the QIA report has been uploaded to the BuildingLink document library.

The Committee noted that the higher building valuation is in line with market conditions and flows through to other elements of insurance cover, so that owners remain adequately protected (common area contents, loss of rent and catastrophe insurance etc which are set as standard percentages of the sum insured).

On 4 September, the Committee authorised AJ Gallagher to obtain competitive quotes from at least four reputable building insurance providers (based on this new building valuation). We do not require Workers Compensation cover as Bright & Duggan has previously confirmed the Owners Corporation does not require this insurance.

AJ Gallagher advised on 10 September that they approached four insurance firms on our behalf (CHU, Chubb, SCI and SUU), with CHU again offering the most competitive quote (\$88,868.31 incl GST). This is a 6.4% increase on the premium last year (given the higher building valuation). The quote maintains our standard excess of \$5,000 (with a higher excess, rather than a higher premium, of \$10,000 for water-related claims), the same levels as last year.

Secondly, AJ Gallagher has obtained an unchanged quote from Vero for our equipment breakdown insurance (\$5,524.26 incl GST, including a \$25 processing fee), as there have been no claims in the past twelve months. Gallagher's brokerage fee is also unchanged at \$11,000 incl GST.

The Committee noted total insurance premiums and brokerage fees for 2025-26 will increase by 5.4% (to \$105,392.57, incl GST). This is an excellent outcome for the Owners Corporation given the building valuation has increased by 13.9%. AJ Gallagher has also been able to lock in the substantial savings achieved last year (more than \$27,000 on an annualised basis) as there are no strata or hidden commissions paid on these two policies.

The Committee unanimously agreed to accept the CHU and Vero policies for 2025-26 and authorised AJ Gallagher to renew both policies before 5 October 2025.

The Committee noted AJ Gallagher will invoice separately for these policies, including their brokerage fee (\$11,000 incl GST – zero increase) and the cost of the QIA building valuation (\$2,355 incl GST – itself a 9.75% reduction on that charged 2 years ago). Bright and Duggan is authorised to pay these invoices once received.

5. MATTERS FOR DISCUSSION

5.1. Basement Speed Control Measures. The Building Manager has purchased two sets of rumble strips as authorised in July. Committee members proposed that these two strips be installed across the north exit walkway from the North Tower lifts on Basement 1, given pedestrian safety concerns. The proposed location has been discussed with the Building Manager (see **Addendum 3**).

The Committee noted that Point FS has been authorised to install the rumble strips under their Authorised Expenditure Limit and requested Bright & Duggan to issue the work order to them. The Building Manager will contact owners in the adjacent parking spaces once the work order has been issued.

The Committee also supported the Building Manager's recommendation to paint yellow, heat-treated diagonal lines between these rumble strips to highlight the high pedestrian traffic area, and requested that he obtain quotes for EC consideration.

5.2. 6-year Structural Warranty Report. The Facilities Manager is reviewing the Sellick structural warranty report in consultation with the Committee. Current areas of focus:

5.2.1. Pool Step Cracking. The Building Manager has approached Lacus Engineering to get an updated report on the issue raised by Sellick Consulting, namely whether the steps in the outdoor pool (both cracking and reinforcement levels) are still structurally sound, as Lacus did the original report for the Ivy in mid-2020. A reply is still awaited.

5.2.2. Curtain Wall Leaks. The Building Condition Report notes that Milin re-inspected the South Tower curtain wall on 31 July and found one area on the Level 8 still requires attention. Taylors Windows attended on 21 August to reseal the sub-frame of the window set from the inside. Milin and Taylors Windows re-inspected Levels 3 to 16 on 27 August and found water ingress still occurring on Level 8.

The Committee is pleased Milin is continuing to press Taylors Windows to rectify. This is a long-term problem that will be included in the 6-year warranty report.

5.2.3. ABS Façade Abseiling Report. The Building Manager is pressing ABS Façade to redo their report on all external fixed window seals as their original email (with some photos) of 29 May was substandard. Payment of the invoice has been placed on hold until a satisfactory outcome is achieved.

The Strata Manager offered to provide examples of recent 6-year Warranty Reports submitted by other strata complexes to assist in drafting of the report to be submitted to Milin.

5.3. AGM Preparations. EC members held a budget preparation meeting on 10 September. At this stage, the 2025-26 Admin Budget levies are forecast to increase by around 3-4%. The proposed budget will be discussed at the Town Hall meetings scheduled for 17 and 25 September, with final figures to become clearer once various Improvement Proposals have been finalised (see item 5.5).

The Committee noted Sinking Fund contributions will increase by 20% in 2025-26, in line with the third year of our current Sinking Fund Plan. This should take Sinking Fund reserves to around \$1.2 million by September 2026. The current Plan has the annual percentage increase reducing in years four (17.6%) and five (13.6%), before settling on a steady annual percentage (5%) similar to Admin Fund increases.

5.4. Improvement Proposals - Budgeting. Three Improvement Proposals are currently in preparation for possible consideration at the AGM (see next item). The Weights Gym Mirror proposal has been implemented separately (item 2.2).

The Treasurer advised that the forecast Admin Fund cash reserves on 1 October should be sufficient to pay for all three Improvement Proposals. This means the costs of these proposals can be covered using existing funds already held by the Owners Corporation, so members will not be asked to make

any extra payments through the 2025-26 levies. While these expenses must still be shown in the Budget for transparency, the AGM's decision to approve or reject these proposals will not affect next year's levy amounts, since the necessary funds have already been set aside in cash reserves. The Committee agreed to accept this approach and authorised the Treasurer to frame the proposed Admin Budget for 2025-26 accordingly.

5.5. Improvement Proposals – AGM consideration. The Committee discussed each of these three Improvement Proposals in turn, noting they would also be raised at the Town Hall meetings.

5.5.1. Community Hub Kitchenette. In consultation with the Community Room working group, Committee members have developed an Improvement Proposal to install a small kitchenette with microwave in the right-hand cupboard of the Community Hub next year (see **Addendum 4**). Shelving would also be installed in the left-hand cupboard for table tennis accessories. The proposed budget is \$12,700 ex GST.

The Committee agreed the Improvement Proposal for a Community Room kitchenette be put forward as a motion to be considered at the 7th AGM in November.

5.5.2. Outdoor Furniture – Yoga Lawn. Committee members also have developed an Improvement Proposal to purchase outdoor furniture (a nine-piece outdoor dining setting and six outdoor armchairs) to make better use of the artificial lawn area outside the Community Hub (see **Addendum 5**). The proposed budget is \$9,900 ex GST.

The Committee agreed the Improvement Proposal to purchase outdoor furniture for the Community Hub lawn be put forward as a motion to be considered at the 7th AGM in November.

5.5.3. Gym Equipment Refresh. Some 27 replies were received from owners in response to the EC newsletter of 7 August inviting comments on this proposal, with a variety of responses (including a small number of owners who did not support the purchase of any new equipment). EC members have prepared a summary of the issues and considerations raised by owners, as well as identifying areas that may need updated information.

The EC agreed at its August meeting to establish a Sub-committee to help refine the proposal. Six owners (as well as two EC members) have volunteered to be involved. The above summary, as well as further details on each item of equipment (a weight-assisted chin dip, a Stairmaster Climbmill and up to two Pilates reformers) has been made available to them. Sub-committee members are meeting on 19 September and have been asked to provide additional information by the end of the month.

The Committee agreed to circulate this summary information to all members of the Owners Corporation (this was done on 17 September), noting the proposal is also likely to be discussed at the Town Hall meetings.

The Committee noted the main reservations raised by owners relate to the safety, training and level of supervision to be provided to users of the Pilates reformers. The reformers have additional space requirements, requiring two existing items of equipment in the cardio gym to be traded-out for each purchase. The Committee agreed to seek the advice of professional gym operators on their view of whether these products can be used safely and effectively in a residential apartment complex gym setting.

Decision-making. In terms of process, the Committee agreed the proposed purchase of each new item of gym equipment needs to be considered separately at the AGM, as is the willingness of owners to trade-out existing equipment to accommodate them. The final budget allocation would depend on these AGM outcomes (up to \$25,000 ex GST). Purchasing the minor additional equipment items proposed could be considered after the AGM meeting.

Subject to additional information from the Sub-committee, the Committee agreed to take a decision at its next meeting on whether to support the proposal and take this initiative forward to the AGM in its current form.

5.6. Weight Gym – Dumbbell Frames. The Building Manager advised he has moved the dumbbell equipment in preparation for installation of the wall mirror in the weights gym (item 2.2). He recommends we install a thin plate to the back of the two dumbbell frames to prevent dumbbells being pushed back too far and potentially hitting the windows in their new location.

The Committee agreed for this to be done under the Building Manager's Authorised Expenditure Limit and authorised Bright & Duggan to issue a work order to Point FS.

5.7. Business Service Agreements (BSAs). Six BSAs fall due in the next three months (and one more agreement could be considered).

The Committee noted the EC Secretary has identified several areas for clarification and agreed to seek the views of the Facilities and Building Managers at the FMA meeting scheduled for 25 September. The decisions required in each case are to finalise the suggested Scope of Works (including to avoid duplication) and to decide whether the BSAs should be (i) contestable and (ii) of 2 or 3-years duration. In each case, it is proposed the end date for these new Agreements correspond with the end of the financial year (30 September) to assist with contract renewal and for budgeting purposes.

Given the AGM preparation and reduced quorum periods, the Committee aims to finalise these draft agreements by the end of September, so that new BSAs agreements can be circulated, quotes obtained and then finalised with approved contractors before the end of October 2025 (details below):

5.7.1. Garbage Chute Cleaning - Douglas Wright Group (due 30 Nov 2025). The draft BSA has been commented on by EC members and is close to finalisation.

As the current supplier with specialist equipment, the Committee agreed to continue with Douglas Wright and propose a 3-year agreement up to 30 Sept 2028. The EC Chair and Secretary were authorised to finalise this agreement with the assistance of the Strata and Building Managers, for quotation and signature in mid-October 2025.

5.7.2. Garbage Hoist Maintenance - Southwell Engineering (due 30 Nov 2025). This is a specialist contract (Southwell was the original supplier and installer) and the draft BSA is close to finalisation.

The Committee agreed to continue with Southwell and propose a 3-year agreement (to 30 Sept 2028) to help moderate future cost increases (Southwell increased prices by 10% in 2024-25). The EC Chair and Secretary were authorised to finalise this agreement with the assistance of the Strata and Building Managers, for signature in mid-October 2025.

5.7.3. Roof Preventative Maintenance – currently AM&DM (due 30 Nov 2025). After further discussion with the Building Manager, the draft BSA covers just the Colorbond roofs on the six townhouses (plus the BBQ shelters, outdoor pool services room and the garbage hopper storage room). It does not cover roof top waterproofing on the main building (see item 5.7.7). AM&DM is a specialist supplier and comes highly recommended by the Strata and Facilities Managers who both propose we continue with them. The draft BSA is close to finalisation and has been submitted to AM&DM for comment.

Subject to satisfactory pricing, the Committee agreed to finalise a 3-year agreement with AM&DM to end September 2028. The EC Chair and Secretary were authorised to finalise this agreement with the assistance of the Strata and Building Managers, for signature in mid-October 2025.

5.7.4. Garbage Chute System Maintenance – currently WasTech (due 4 Dec 2025). The EC Secretary recommends this be a six-monthly maintenance agreement covering chute entry and exit door cleaning, servicing and maintenance (not just preventative maintenance) and be separate from the Bin lifter and Compacter service agreement below. It could be contestable and potentially of up to 3 years duration (to 30 Sept 2028).

The Committee agreed to propose a 3-year agreement and obtain advice from both the Strata and Building Managers as there are several potential contractors. The proposed BSA will be circulated to EC members and Managers for comment by the end of the month.

5.7.5. Garbage Equipment Preventative Maintenance – currently WasTech (due 4 Dec 2025). This preventative maintenance agreement covers quarterly servicing of the Sim Pro Bin Lifter and WastePac compactor. The costs involved are relatively minor (approx. \$2,000 a year for both, increasing at the CPI) and WasTech has been doing a satisfactory job. It is doubtful making this contestable would help (although there are other potential contractors). Costs could perhaps be managed by offering a 3-year agreement.

The Committee agreed to propose a 3-year agreement (to 30 Sept 2028). The draft BSA will be circulated to Strata and Building Managers for comments back before the end of the month, with the aim of concluding the agreement before the end of October.

5.7.6. Fermax (Intercom and secure access) – due 20 Sept 2025. A new 2-year agreement was originally proposed at the August EC meeting. After discussion, it was agreed to also propose a 3-year agreement (to 30 Sept 2028). The EC Chair was authorised to finalise the new BSA with the assistance of the Strata and Building Managers, for signature in mid-October 2025.

5.7.7. Roof Top Waterproofing – Possible Remediation Work. The Building Manager has recommended that maintenance of the liquid waterproof membrane on the main building roofs (Level 12, 14 and 16 roofs) be kept separate from the preventative maintenance contract covering the Townhouse roofing system (item 5.7.3).

On the Strata Manager's recommendation, the Building and Facilities Managers met with Todd Boland of Level 1 Projects on 29 August to discuss possible future remediation work. Todd advised the best permanent solution involves use of a PVC membrane. Although this is quite expensive, it is easily repairable and can be applied section by section to achieve the desired outcome.

Several EC members agreed to meet with Level 1 Projects and the Building Manager on 25 September to assess the status of current waterproofing on these roof tops and to begin longer-term planning for any repairs that may be required. The Strata Manager is asked to contact North Tower owners on Level 13 to arrange for access to the adjacent roof level on that date.

5.8. Irrigation System – Possible Contact. The Committee discussed this proposal at its August meeting. The Garden Sub-committee has undertaken a detailed audit of the irrigation system and will prepare a detailed site map with the assistance of the Building Manager and Luxe Horticulture (the new garden contractor), including to consider whether a specialist irrigation contract is required.

The Garden Sub-committee has advised that the Irrigation Audit is progressing well, and they are currently mapping the up pipes to soaker pipes in each garden section. Then detailed discussions will be held with new garden contractors (Luxe Horticulture).

The Committee approved the Budget Sub-committee recommendation on 10 September to include an initial provision in the draft Admin Budget for irrigation repairs and maintenance in 2025-26. The Sub-

Committee is authorised to open a trade account with Bunnings to facilitate suitable garden purchases. The Committee also agreed to keep this budget item under review as several garden areas appear to be suffering, and more extensive repairs and replanting may be required next year.

5.9. MYBOS – Replacement for BuildingLink? The Committee has been considering possible alternatives to replace the BuildingLink software for some time, as it is quite cumbersome and dated technology for many users. The EC Chair has prepared a comparison of relevant products (Arcsite, MYBOS and ResVu) and has recommended the Committee explore MYBOS in more detail.

Committee members were given a presentation by MYBOS on 10 September and have been trialling the software for the past week. Initial indications are positive as the software package can be tailored to our specific requirements. The EC Chair is exploring its functionality in more detail with both the Strata and Building Managers. Based on initial quotations, the cost is likely to be slightly more than our BuildingLink subscription (currently \$24 ex-GST per lot per year). Pricing would be fixed for 5 years (with an initial reduction in year 1, including set up costs).

The Committee agreed to take a decision whether to transition to MYBOS at its next meeting, to enable a suitable transition period before our current BuildingLink contract expires on 6 November. One proposal was for the current BuildingLink contract to be extended by 3-months, to facilitate the transition by both the Building Manager and the Committee, and the Strata Manager was asked to make the necessary inquiries.

5.10. Sprinkler and Fire Hydrant System. As noted at the last meeting, the 5-year hydrostatic test of the fire hydrant system has failed as some sprinkler shut-off valves are allowing water to pass (number unknown). CEFA has been asked to look at repair options that don't necessarily involve replacing all shut-off valves on site (estimated cost is at least \$23,000).

The Committee has also asked the Building Manager to investigate whether a faulty batch of shut-off valves was originally supplied during construction and whether (and how) these valves would have passed their original inspection and testing. This advice is expected shortly.

5.11. Carpet Cleaning 3-year contract. The Chair agreed to assist in finalising the proposed 3-year BSA with Transform Carpets to support contract signature.

5.12. Acoustic Engineer Assessment of Ivy Flooring System. The Strata Manager provided an update on which units have agreed to testing. As of 9 September, nine units had agreed to testing (includes 3 EC members), 4 owners have declined and 5 hadn't responded.

5.13. Upcoming Meetings and Schedule of Events. The Committee confirmed the following timetable for end-of-year consultations and preparations for the AGM:

Wed, 17 Sep:	Town Hall meeting to discuss upcoming AGM and the motions that will be being considered.
Thur, 25 Sep:	Town Hall meeting to discuss upcoming AGM and the motions that will be being considered.
Tues, 30 Sep:	Informal EC meeting to progress AGM papers and related matters.
Tues, 30 Sep:	Bright & Duggan to close the Ivy's financial accounts for 2024-25.
Thur, 2 Oct:	Bright & Duggan to forward the 2024-25 financial accounts to the auditor.
Tue, 7 Oct:	EC meeting – to sign-off on AGM notification pack and relevant agenda papers.
Fri, 17 Oct:	Back-up Meeting. Last date for EC to finalise AGM papers.
Mon, 20 Oct:	Last date for circulation of AGM agenda papers to all owners.
End Oct:	Auditor's report for 2025-26 due (circulated to owners).

- Tues, 11 Nov: 7th AGM meeting (from 5.30pm – Ainslie Room, Abode Hotel and online).
- Tues, 9 Dec: 28-day reduced quorum period expires.
- Tues, 9 Dec: December quarter levies due.

Owners have been emailed an invite to the two scheduled Town Hall meetings, commencing at 5.30 pm in the Ivy Library area, along with printed notification placed on community notice boards.

6. MATTERS FOR NOTING.

6.1. AGM Date. Please note the change in Date and Venue for the 7th Annual General Meeting (AGM) of the Owners Corporation:

- **New Date: Tuesday, 11 November 2025.**
- **Location: Ainslie Room in the Abode Woden, Bowes St (and online).**

Owners are advised to place this date/location in their calendars.

6.2. Quarterly Levy Contributions. Third quarter levy contributions were due on 1 September 2025. Overdue accounts are attracting interest charges at 10% pa (charged monthly), including for partial amounts unpaid.

Owners experiencing financial difficulty are invited to contact our Strata Manager, Tristan Veurink on 02 6156 3305, to discuss their payment plan options. No interest is charged under an agreed repayment plan.

6.3. Breach of House Rules. A Rule Infringement Notice (RIN) was issued in August to Unit 233 for repeated parking in the front driveway. The property manager queried the RIN and the Strata Manager has advised them of their tenant's continued infringements.

6.4. Unit 233 – Damage to Front Door. In a separate matter, the front door to Unit 233 has been damaged (which is part common property). After contacting the Building Manager, it has been replaced by the occupant (with painting and fire certification still to be arranged). The owner will be responsible for paying for any expenses incurred by the Owners Corporation in the rectification process.

6.5. Bulky Waste Trial. Individual unit applications are necessary before the Strata Manager can submit a multi-unit bulky waste collection booking request to City Services and schedule the collection.

The Strata Manager circulated an email to residents on 11 August inviting those who wish to use this service to complete the required application form. The Strata Manager advised that at least a dozen owners have expressed an interest.

6.6. Garden Sub-Committee. The Sub-committee is generally pleased with the look of the garden, but litter including cigarette butts and dog poo around the synthetic grass off the Community Hub and in the front gardens continue to be an issue. Looking forward to the new gardeners with increased hours to catch up on Spring growth. Mulch for the Townhouse verge was left off the BM Action List and will be added back in.

6.7. Potential Unauthorised Visitors. There have been reports of people sleeping occasionally in the library or front foyer area. Please alert the Building Manager to such incidents so the CCTV footage can be reviewed as soon as possible. In cases of trespass or a security incident, the Building Manager will contact the Woden Police.

6.8. Parcel Thefts. Owners are reminded that parcel deliveries to the building are made at their own risk. Opportunist thefts can still occur, especially in the lead up to the holiday season. Residents impacted by theft should report these incidents to the police and advise the Building Manager of the

police report number. The Building Manager will provide relevant CCTV footage to the police for reported incidents to aid their investigation.

The Committee noted that previous ECs had explored the option of a dedicated parcel locker system for The Ivy. This was not supported at the time as the lockers had limited storage options, required a minimum number of users, and users had to provide their credit card details so that they could be charged fees if parcels were not collected within a specified period.

6.9. Damaged Front Bollard. A delivery driver backed into one of our front walkway bollards on 11 September. CCTV footage has been obtained and a maintenance request logged on BuildingLink. Repair costs will be on-charged to the delivery driver. This is the second bollard that has been damaged recently. It was agreed that several witches hats could be used to better delineate the emergency parking zone.

7. GENERAL BUSINESS

7.1. There was no general business.

8. MEETING CLOSURE

8.1. The meeting concluded at 11.17 am.

8.2. The next EC meeting is scheduled for 9.00 am on Tuesday, 7 October 2025.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

1. Maintenance Activity or Building Works Completed This Month

- Weights gym conduit rerouting - SEDA 8/9/25
- Yoga room electrical works - APEX 11/9/25
- Garbage room and carpark roller door July 2025 service - ACT Doorland
- Sauna timber sanding/oiling - August 2025 service - PointFS
- Monthly HVAC August 2025 maintenance - SEDA
- Rodent bait stations - August 2025 service - Royal Pest Control
- Louver clean - SEDA
- Cleaning tender - New contractor appointed - Start date 4/9/25 - Maiden Cleaning
- Gardening tender - New contractor appointed - Start date 29/9/25 - Luxe Horticulture.

2. Forecast Maintenance Activity or Building Works

- Ongoing with Milin & TWS - Curtain wall water ingress - ST level 8
- Front entry pathway expansion joint - TBC
- Townhouse nib wall separation - TBC
- Wellness center name change - Integrity signs
- Hydrostatic test on hydrant system - CEFA
- Replacement of bypassing sprinkler shut off valves - TBC
- Monitor handle sets on entry/exit ground floor doors - BM
- South tower level 2 CCTV installation - TBC
- Eastern BBQ area camera relocation - TBC
- CCTV system maintenance agreement - TBC
- Rib protection on townhouses - AM & DM
- Lift 5 - Auxiliary panel level B1 button replacement - OTIS
- Sauna bench deterioration - BM to get indicative pricing on repairs/replacement.
- New gardening contractor commencement - Late September - Luxe Horticulture
- Outdoor pool area grass patch rejuvenation - TBC
- Planting of new plants near front entry lobby & HVAC plenum in middle of driveway/walkway - All seasons
- September 2025 monthly maintenance - SEDA
- 3x hot water units requiring replacement/repairs - Watertight
- Grundfos hot water circulation pump controller - Watertight
- Hydraulics maintenance September 2025 - Watertight
- External paver pressure clean October 2025/November 2025 - Transform Carpets
- 6 monthly full building carpet clean- September 2025/October 2025 - Transform Carpets
- Cleaning contractor monitoring - Maiden - BM
- Carpark wet clean September 2025 service - BM to raise with EC
- Removal of abandoned bicycle and several items above cages on B2 end of Aug 2025 - BM
- Garbage chute clean - September 2025 service to be done in November 2025 - Douglas Wright Group.

ADDENDUM 2

2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 13/09/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	23/07/2025	4.20%	3 months	\$165,362.47	23/10/2025
TD03	25/08/2025	4.10%	3 months	\$165,404.34	24/11/2025
TD05	07/07/2025	4.20%	3 months	\$122,737.63	07/10/2025

\$453,504.44

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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SINKING FUND

TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	25/08/2025	4.10%	3 months	\$160,183.21	24/11/2025
TD06	14/07/2025	4.47%	3 months	\$219,510.22	14/10/2025

\$829,693.43

2.2 IMPROVEMENT FUND

Date	Expenditure	Committed	Paid (ex GST)	Budget (\$26,249.00)
20/11/24	Additional bike rack - B1 north		\$301.43	
12/09/2024	Christmas decorations		\$680.70	
20/01/2025	Look Signage - B1 north		\$148.80	
3/02/2025	Pool corridor mats		\$287.50	
17/03/2025	Foyer - unit signage		\$600.00	
4/04/2025	Pet signage		\$130.00	
26/06/2025	Indoor pool clock		\$129.47	
3/07/2025	Improved street signage - The Ivy		\$3,800.00	
3/07/2025	Power - street signage		\$780.00	
20/06/2025	Mirror - garage entrance		\$658.99	
30/07/2025	Acoustic panels		\$5,063.00	
27/06/2025	Pole light driveway entrance (est)	\$3,600.00		
1/08/2025	LG Television and bracket	\$3,272.73		
15/08/2025	Weights gym mirror	\$2,909.09		
12/09/2025	MATV and power circuit	\$2,090.92		
12/09/2025	Bose Soundbar and brackets (est)	\$1,368.18		
20/09/2025	Powder costing (est)	\$306.00		
20/09/2025	Panel installation (est)	\$2,100.00		
	Total	\$15,646.92	\$12,579.89	\$28,226.81
	Total remaining			-\$1,977.81

2.3 COMMUNITY ROOM EXPENDITURE

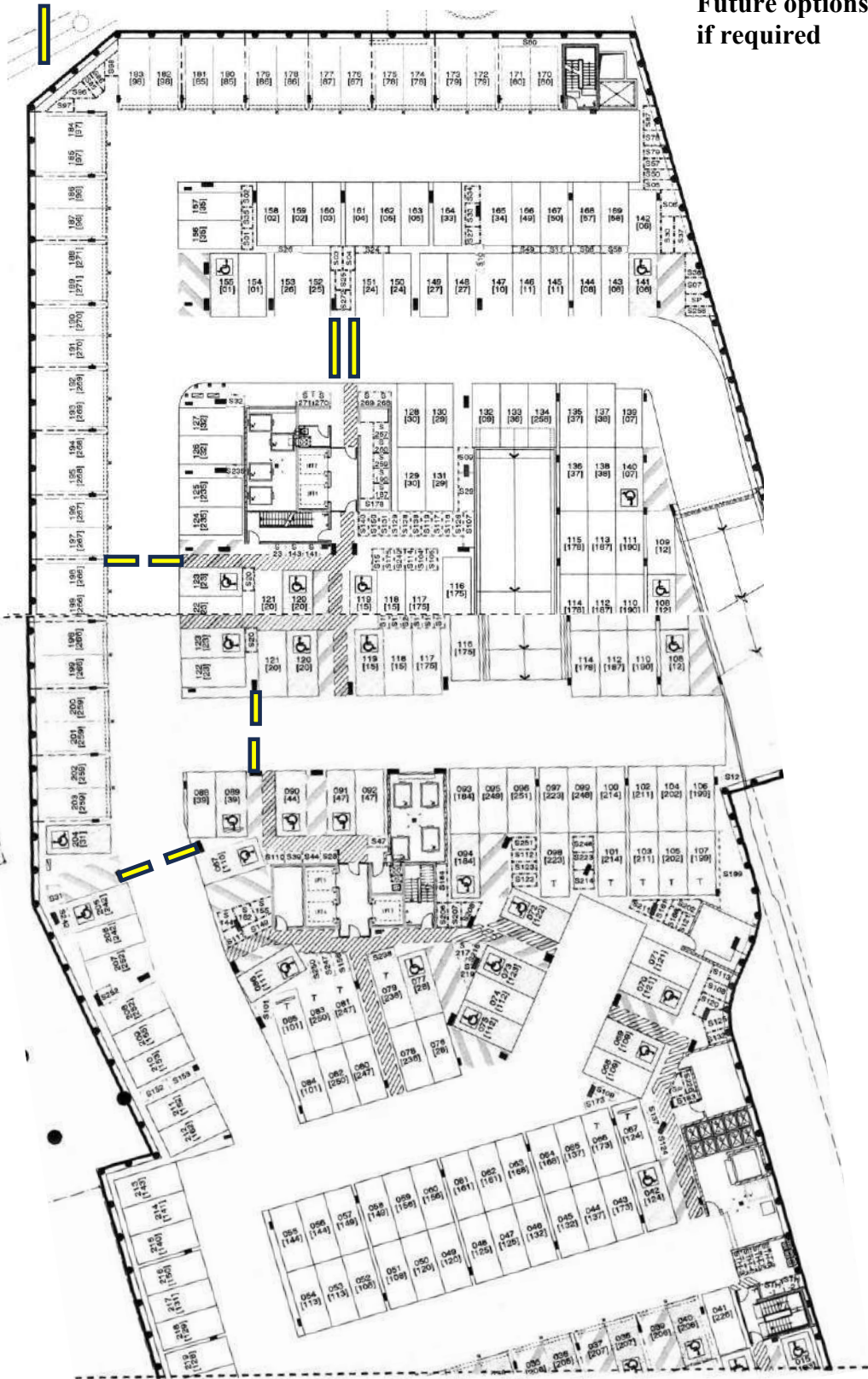
Date	Expenditure	Committed (ex GST)	Paid (ex GST)	\$20,000.00
22/07/2025	Curtains - Nettex Vevey S-Fold Wave		\$3,070.91	
22/07/2025	Furniture - 4 x tables bases + 16 x tub chairs + 18 stackable chairs	\$130.00	\$7,816.36	
22/07/2025	Acoufelt QuietBack carpet tiles	\$2,315.91	\$2,315.91	
15/09/2025	4 x table tops	\$2,600.00		
1/09/2025	Community Hub sign	\$120.00		
	Total	\$5,165.91	\$13,203.18	\$18,369.09
	Total remaining			\$1,630.91

ADDENDUM 3

BASEMENT 1 PLAN – RUMBLE STRIPS

Suggested location

Future options if required





UNIT PLAN 4787 The IVY Improvement Proposal

PROPOSAL TITLE: COMMUNITY HUB KITCHENETTE

SUMMARY OF PROPOSAL:	The Executive Committee (EC) is proposing to install a 1400mm-wide kitchenette to the right-hand cupboard of the Community Hub, with a small sink, microwave, and storage. In the left-hand cupboard, open shelves will be installed to neatly store table tennis accessories.
ESTIMATED COST:	ESTIMATED TOTAL: \$12,700 (EX GST) <ul style="list-style-type: none"> • \$4,500 – SUPPLY AND INSTALL KITCHEN CABINETRY AND OPEN SHELVING FOR TABLE TENNIS ACCESSORIES. • \$2,000 – STONE BENCH TOP • \$5,000 – PLUMBING • \$500 - ELECTRICITY • \$700 – MICROWAVE, KETTLE AND CROCKERY
PROPOSED BY:	Julianne O’Brien Unit 52
SECONDED BY:	Executive Committee
DATE SUBMITTED TO EC:	22/07/2025
SUPPORTING DOCUMENTS:	Pioneer Kitchens quotation - supply and install Kaboodle Kitchens quotation – supply only

DESCRIPTION

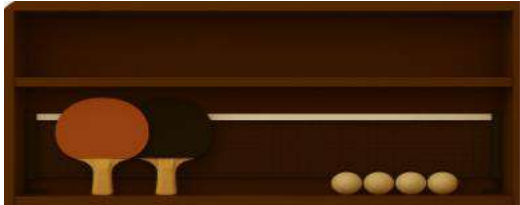
PROPOSAL:	The kitchenette will feature a single-wall layout with a stone benchtop, open shelving, microwave, kettle, and dedicated storage for crockery, cutlery, and cleaning supplies. A fridge or cooktop won’t be included, as the space is intended for light use only. Neutral finishes and streamlined cabinetry have been selected to complement the existing room décor and ensure easy upkeep.
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In the left-hand cupboard, open shelving will be installed to neatly store table tennis gear, including bats, balls, and accessories. The table itself will continue to be housed in this space.

Kitchenette located in right-hand cupboard



Open shelving in left-hand cupboard for table tennis accessories



Images shown are for illustrative purposes only. Final design, layout, and finishes will be confirmed by the Executive Committee once the RFQ process is complete.

RATIONALE The proposed kitchenette will make the Community Room more versatile for day-to-day use. It supports resident activities such as book clubs, games, sports viewing, and small celebrations by offering basic amenities for serving drinks and snacks.

BENEFITS: Installing a kitchenette is a practical upgrade that improves daily use of the space and adds long-term value to the property.

	<p>Adds Long-Term Value</p> <ul style="list-style-type: none"> A well-equipped communal area boosts resident satisfaction and enhances the appeal of The IVY for both prospective buyers and renters. <p>Strengthens Community Connections</p> <ul style="list-style-type: none"> By making it easier to host casual get-togethers, share a cuppa, or enjoy a light meal, the kitchenette encourages neighbourly interaction and fosters a stronger sense of community. <p>Adapts to Resident Needs</p> <ul style="list-style-type: none"> Whether it's a tea break, a birthday toast, or a quiet afternoon with a book club, the space flexibly supports a range of resident-led activities. <p>Low-Fuss, Easy to Maintain</p> <ul style="list-style-type: none"> Compact appliances, durable surfaces, and simple cabinetry make the kitchenette practical and low-maintenance—ideal for shared use.
CONSULTATION:	Community Room working group and other owners.
PRIORITY:	For consideration at the 2025 AGM
TIMEFRAME:	Early 2026

IVY EC CONSIDERATION

EC MEETING DATE:	16 SEPTEMBER 2025
SUMMARY OF DISCUSSION	The Committee agreed the Improvement Proposal for a Community Room kitchenette be put forward as a motion to be considered at the 7 th AGM in November.
BUDGET:	\$12,700 (ex GST)
ACTION:	PROPOSAL ENDORSED AT EC MEETING ON 16 SEPTEMBER 2025





UNIT PLAN 4787 The IVY Improvement Proposal

PROPOSAL: OUTDOOR FURNITURE FOR THE COMMUNITY HUB LAWN AREA

SUMMARY OF PROPOSAL:	Adding outdoor furniture to the lawn area next to the community room.
ESTIMATED COST:	\$9,900 (EX GST) <ul style="list-style-type: none"> • One nine-piece outdoor dining setting - \$5,100 • Six outdoor armchairs - \$800 each
PROPOSED BY:	Julianne O'Brien Unit 52
SECONDED BY:	Executive Committee
DATE SUBMITTED TO EC:	16 /09/ 2025
SUPPORTING DOCUMENTS:	NIL

DESCRIPTION

PROPOSAL:	<p>The Executive Committee proposes adding outdoor furniture to the lawn area next to the Community room. This will turn an underused space into a practical extension of the indoor room, giving residents more options for relaxing, socializing, and hosting events.</p> <div style="display: flex; justify-content: space-around;">   </div>
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	<i>Please note: the Image shown is for illustration only. Final selections for style and colour will be made by the EC upon approval of the motion.</i>
RATIONALE:	The Community Room lawn is a valuable part of our property but currently sees limited use. With the addition of outdoor seating, we can create a comfortable indoor-outdoor flow that will provide additional space for relaxing, socializing, or hosting events.
BENEFITS:	<p>Use the Space More Effectively</p> <ul style="list-style-type: none"> The lawn is currently empty and underused. Adding outdoor lounge seating, tables and chairs will encourage residents to make use of the space. <p>Connect Indoor and Outdoor Areas</p> <ul style="list-style-type: none"> Placing furniture near the community room entrance creates a clear link between the two spaces, allowing residents to move easily between indoor and outdoor areas during events or everyday use. Outdoor seating provides a comfortable way for residents to spend time outside and interact with others. <p>Increase Usable Space</p> <ul style="list-style-type: none"> The lawn can serve as extra space during busy times or events. It can also be used on its own for quiet activities like reading or small group conversations. <p>Improve Appearance and Value</p> <ul style="list-style-type: none"> Adding furniture to the outdoor lawn area will help the Ivy look complete. It also creates a positive first impression for visitors, prospective buyers, and tenants—showing that shared areas are thoughtfully designed and actively used. This kind of visible improvement can contribute to overall property appeal and long-term value.
CONSULTATION:	Community room working group initiative
PRIORITY:	For consideration by owners at the AGM in November
TIMEFRAME:	Early 2026

IVY EC CONSIDERATION

EC MEETING DATE:	16 SEPTEMBER 2025
SUMMARY OF DISCUSSION	The Committee agreed the Improvement Proposal to purchase outdoor furniture for the Community Hub lawn be put forward as a motion to be considered at the 7 th AGM in November.
BUDGET:	\$9,900 (ex GST)
ACTION:	PROPOSAL ENDORSED AT EC MEETING ON 16 SEPTEMBER 2025

ADDENDUM 6

UP4787: Owners Corporation Invoices paid in August 2025

Date	Description	Creditor Name	Invoice Amount	Invoice Number
13/08/2025	25 Aug - Service	ACT DOORLAND	460.00	A177450
22/08/2025	Stage 2 Yoga Room	DDEG (Acoustics)	2585.00	INV-A3042
13/08/2025	Materials	GUY HUTCHISON	82.64	2025-08-13
13/08/2025	Furniture	JULIANNE O'BRIEN	8598.00	2025-08-13
06/08/2025	25 Jul - Consumables	M & M ROLFE CLEANING	1108.80	INV-8937
01/08/2025	25 Jul - Contract	M & M ROLFE CLEANING	16436.92	INV-8908
25/08/2025	MBL At Call Trf#5235	MBL - TD4 UP 4787	37697.81	250825
06/08/2025	Acoustic Panels	MEGASORBER PTY LTD	5569.30	DO17992
19/08/2025	12.07.25-11.08.25	ORIGIN ENERGY - BPAY 130112	13478.52	111815230
20/08/2025	Sauna Maintenance	POINT FACILITIES SOLUTIONS	550.00	INV-2176
12/08/2025	Rumble Strips	POINT FACILITIES SOLUTIONS	711.77	INV-2148
07/08/2025	Spa Handrail	POINT FACILITIES SOLUTIONS	660.00	INV-2155
04/08/2025	25 Aug - Contract	POINT FACILITIES SOLUTIONS	10010.00	INV-2141
21/08/2025	Rodent Bait Stations	ROYAL PEST CONTROL	275.00	92890
12/08/2025	25 Aug - Contract	SEDA SERVICES	1144.00	13625
11/08/2025	Final Defect Report	SELICK CONSULTANTS	1862.65	00069341
05/08/2025	Vinyl Signage	SIGNLIME	407.00	00011953
14/08/2025	Spa Repairs	TOTAL POOL SERVICE	1453.41	INV-47223
01/08/2025	25 Jul - Cardboard	VEOLIA	13.07	8100521515
01/08/2025	25 Aug - Contract	WATER TIGHT CANBERRA	335.87	INV-11891



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 259/15 Irving Street, Phillip
Date: Tuesday, 22 July 2025
Time: 9.12 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Carol van Gelder, Guy Hutchison (Teams), Donna Macpherson (phone), Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Observer: John Risk (Unit 64), who has expressed interest in joining the Committee (see item 7.2)

1.2. Conflicts of Interest. Nil.

1.3. Previous Meeting Minutes. The Minutes of the EC's meeting on Friday, 27 June 2025 are confirmed (see item 6.3).

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report (18 July 2025) – Rating 61/75 (81%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

The Report highlights several current concerns:

- Some South Tower residents are regularly taking food and drinks down the western fire stairs, spilling drinks and leaving an unsightly mess.
- Several residents are still abusing the trade parking bays.

2.2. Project Activity Completed and Forecast (for details see **Addendum 1**). Owners and residents are advised that:

- An additional pole light will be installed in the front driveway in early August.
- A wall clock has been installed in the indoor pool room.
- Significant repair work is required in the indoor spa in the coming weeks.
- Otis is attending to the lack of audio in lifts 1,3 and 4 during their regular maintenance visits.
- GymQuip has replaced the worn/damaged backrests on the three incline benches in the weights gym.
- The Height Safety system was tested and certified on 7 July 2025.
- There are likely to be significant additional costs repairing sprinkler system isolation valves that aren't sealing correctly (item 5.8).
- The EC has placed a temporary fix over the front walkway expansion joint.

3. TREASURER'S REPORT AND LEVY SITUATION

3.1. Overall Financial Position @ 18 July 2025

- **Total Owners Funds:** \$1,338,964.16
 - Admin Fund - \$563,224.29
 - Sinking Fund - \$775,739.87
- **Owners Net Assets:** \$1,338,964.16
 - Assets = \$1,381,665.19
 - Liabilities = \$42,701.03
- **Cash Accounts:**
 - Admin fund = \$114,492.76
 - Sinking Fund = \$3,286.54

3.2. Investment Accounts: (see Addendum 2)

- Admin Fund Investments = \$448,219.45
- Sinking Fund Investments = \$790,729.86

3.3. Investment activity. The following investment activity has been undertaken as authorised at the Committee's last meeting on 17 June 2025 (see **Addendum 2.1**):

3.3.1. TD05 Admin Fund: Matured on 7 July 2025. The current principal (\$121,375.89) plus \$1,361.74 in interest (total \$122,737.63) was invested for 3 months at 4.2%.

3.3.2. TD06 Sinking Fund: Matured on 14 July 2025. The current principal (\$175,364.22) plus the available cash balance (\$42,235.32) plus \$1,910.68 in interest (total \$219,510.22) was invested for 3 months at the best available interest rate (currently waiting on confirmation of the rate from Macquarie Bank).

3.4. Financial decisions. The Committee accepted the Treasurer's recommendation and directed Bright & Duggan to undertake the following investment activity.

3.4.1. TD01 Admin Fund: On maturity (23 July 2025), reinvest the current principal (\$163,627.57) plus interest for 3 months at best interest rate and confirm for the Committee.

3.5. Admin Budget – Areas of concern. After ten months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories.

Description	2024-25 Budget	Spend to date	
R&M - Building	\$3,000	\$14,911.38	New category in 2024/25 to capture unscheduled building repair & maintenance. In previous years some of the repair costs would have been captured in the 5% contingency category.
R&M - Plumbing (Hydraulics)	\$11,069	\$14,945.40	Over \$10,000 spent to date to investigate individual unit water hum and hammer issues.
Security - Service contracts	\$3,583	\$4,927.00	Fermax service under budgeted six-monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per service.

R&M - Fire equipment	\$50,778.00	\$58,901.60	The budget for 5-year maintenance of the Fire Sprinkler and Hydrant system did not account for an additional 33 hydrants, relief valves or hydrostatic testing, leaving an expected shortfall of \$21,970.
R&M - Pools and Spa	\$12,615	\$17,880.98	Unexpected costs to replace three pool pumps, gas valves, spa element replacement and boiler flue repairs.

3.6. Improvement Fund (see Addendum 2.2)

3.6.1. 2% budget allocation: \$26,249.00

- Total expenditure (year to date): \$6,557.90
- Authorised commitments (not yet paid): \$4,200
- Remaining allocation: \$15,491.10.

3.7. The Committee unanimously agreed to set up a separate budget line item for proposed improvements to the Wellness (Yoga) room (see item 4.2) so that these expenditures can be accurately tracked. This decision was informed by an assessment that overall the Owners Corporation financial position is very healthy and on track to record an underspend against budget.

3.8. Levy Arrears (as of 19/07/2025) = \$19,479.66 (GST incl).

3.7.1 10 units are in arrears. These owners have not paid their 1 June levy and are now being charged interest on the outstanding amount.

3.7.2 Unit 175 - Total arrears = \$6,547.94. The owner is complying with the proposed repayment schedule of fortnightly payments of \$537.24 over the course of 26 fortnights (12 months). No further action is required at this stage.

4. MATTERS FOR DECISION

4.1. Unit 29 - Alteration Application. The owners submitted an application (with attached plans) for a shower rail to be installed outside the shower recess next to the bathroom door. The Building Manager has reviewed and not raised any objections.

The Committee approved the bathroom alteration and authorised the Strata Manager to notify the applicant.

4.2. Wellness (Yoga) Room Upgrade. The EC Working Group, comprising seven owners, has worked tirelessly over the past month or two to progress the Yoga Room upgrade proposal as agreed at the 6th AGM. Members of the Working Group have consulted extensively with interested owners in identifying suitable ideas and options. The Group met again on 16 July and 18 July and has provided a detailed report with the following recommendations for Committee consideration:

4.2.1. Rename the Room. Following discussion, the Committee unanimously agreed to rename the Wellness (Yoga) room as the “Ivy Community Room”, to reflect the proposed multi-purpose community use.

The Building Manager was authorised to arrange for installation of replacement signage on the entry door to the Room (under his Authorised Expenditure Limit) to match the existing metal template.

4.2.2. Adoption of DDEG Acoustic Engineers Report. DDEG provided a detailed technical report on 28 June 2025, including results of testing and options for improving the room’s acoustic characteristics. This has provided useful expert advice.

The Committee endorsed the findings in the Report and agreed to adopt recommended treatment option 3 in the Report to ensure a satisfactory acoustic rating is achieved with a suitable combination of sound absorbent materials, including carpet-tile floor covering and sound-absorbing wall panelling (see following items).

4.2.3. Colour Palette. The Committee agreed the Colour Palette for the Community Room must be consistent with and complement the colour palette previously recommended by the interior designer and adopted for the library and foyer areas. This is reflected in the following decisions.

4.2.4. Carpet Flooring. The DDEG Report noted felt-backed, polyester-fibre-backed or cushion-backed carpet tiles provide better sound absorption properties than conventional rubber backed carpet tiles.

Working Group Recommendation. The Working Group obtained quotations from three carpet suppliers to supply and install 60 square metres (sqm) in area (including the cupboard and trim at the door):

- 1. Carpet Court Fyshwick.** Acoufelt acoustic QuietBack carpet tiles (NRC 0.35) applied to the existing timber floor (initial quote \$3,976 ex-GST; updated quote for preferred colour choice (including spare carpet tiles) \$4,631.82 ex-GST).
- 2. Cream Carpets Phillip.** Milliken Major Frequency One on Wellbac Comfort (NRC > 0.25) but insists on removal of the existing timber flooring (quote \$5,399 ex GST).
- 3. Floorworld Fyshwick.** Cushion back Aerial Collection carpet tiles (NRC > 0.1) on existing flooring (quote \$5,696 ex GST).

Decision. The Committee agreed the Acoufelt acoustic QuietBack carpet tiles provide the best acoustic rating and that the Carpet Court quote provided the most cost-effective option. The Treasurer was authorised to proceed with the purchase once the colour choice was finalised (samples to be viewed onsite) and the quote was also updated to include spare tiles.

Three colour samples were delivered for review on Thursday, 24 July. The recommendation from that review was to select the 500 x 500mm Scatter series Acoufelt carpet tiles in “Granite” colour. An updated quote (FQ005351 – \$4,631.82 ex GST) was provided the same day and agreed by the Committee out-of-session.

As agreed at the EC meeting, the Treasurer is authorised to advise Carpet Court their quote of 24 July (FQ005351 for \$5,095, incl. GST) has been approved by the Committee. Bright & Duggan is authorised to pay the 50% deposit and issue the work order. Installation is expected to commence within two weeks of this payment.

4.2.5. Acoustic Panelling. DDEG recommended the installation of sound absorbing panels on at least 3 walls, with a minimum coverage of 34 sqm (for NRC 0.8 rated materials).

Working Group Recommendation. The Working Group obtained quotes from three acoustic panel suppliers:

- 1. Autex Acoustics (Quietspace)** - \$593 per 50 mm panel (NRC 0.85 – 1.00).
- 2. Martini (Absorb HD)** - \$349 per 75 mm panel (NRC 1.05)
- 3. Megasorber** (Soundmesh G8 “FG” and “P” Panels) – \$250 per 50 mm panel (NRC 1.0) and \$173 per 25 mm panel (NRC 0.85).

A detailed assessment of each panel type and estimated costings are at **Addendum 3**.

Given the room's size and characteristics, the Working Group recommended a combination of 25mm and 50mm panels. The Megasorber "P" panel was preferred as it is used in sport stadiums, multi-purpose halls, call centres and school halls. These panels are also the most cost-effective option and fully comply with the acoustic engineer's minimum NRC rating. With cutting and delivery limitations, some 38 sqm obtained from 15 panels @ 2.4 x 1.2 m is required. The estimated cost, without trims, colour matching or installation is \$4,068 ex-GST (see **Addendum 3**).

Panel Colour. From a selection of sample panels provided by Megasorber, the Working Group recommends the panel colour 'Manna Gum' as it provides a warm tone and neutral base colour for the room, with highlight colour coming from the proposed chairs.

Installation. Further inquiries with Megasorber confirmed their edging trims and profile separators only come in black or anodised steel. They do not colour match, which could propose a challenge as these trims are needed for panel protection. Physical examples of these trims/profiles have been requested to ascertain whether a local supplier could match the colour and/or supply directly. In addition, the Building Manager needs to obtain at least two quotes for professional installation of these acoustic panels (15 required).

Decision. The Committee noted its preference for the high quality, Megasorber-type acoustic panels and agreed in-principle to explore this option further, especially in relation to colour-matching and/or supplying these trims/profiles locally. The Committee agreed a final decision and expenditure authorisation will be made at a later meeting.

4.2.6. Window Furnishings. The Working Group recommended installing full height sheer curtains to improve the ambience of the room while still permitting natural light to enter. Quotations were obtained from three curtain suppliers for the supply and installation of Nettex Vevey S Fold Wave sheer curtains (used in the Oaks Canopy next door) for up to three window sections in the room (the walkway window near the cardio gym and two large window sections in the Community room):

1. **BASC** – Total \$3,938. (ex GST) for 3 sections (\$3,040 for 2 sections).
2. **Dollar Curtains & Blinds**– Total \$5,052 (ex GST) for 3 sections (\$3,965 for 2 sections).
3. **BMAC Window Furnishing** – Total \$7,077 (ex GST) for 3 sections (\$5,312 for 2 sections).

Sheer Curtain Colour. After comparing samples of Nettex Vevey material, the Working Group recommended the colour 'Cotton' as it complements the proposed acoustic panel colour and provides a neutral background for the furniture.

Decision. The Committee agreed two section coverage is preferred (i.e. excluding the walkway near the cardio gym at this stage), noting that curtains cannot be allowed to cover the fire door exits. The Committee authorised the Treasurer to finalise a slightly amended quote with BASC for the supply and installation of Nettex Vevey Sheer curtains in 'Cotton' (approx. \$3,040 ex GST) and authorised Bright & Duggan to pay the 50% deposit and issue the work order.

4.2.7. Tables and Chairs. Following ongoing consultation with interested owners, the Working Group recommended 4 square tables (800 x 800mm) and 12 tub chairs for the Community Room and two matching tables and 6 tub chairs for the library area. Members of the Working group travelled to Sydney on Monday 21 July to visit the Apex Commercial Furniture showroom and inspect the quality and functionality of the proposed furniture.

Working Group Recommendation. Having explored multiple options, the Working Group recommended the purchase of:

1. **Table tops** – Two options (each \$471.82 ex GST). Either: “American Oak Solid Timber Table Top”, or “Blackbutt Solid Timber Table Top”.
(<https://www.apex.com.au/american-oak-timber-table-top-solid-wood.html>).
2. **Table Bases:** Annick Round Black Steel Table Base (each \$90 ex-GST).
(<https://www.apex.com.au/annick-square-black-table-base.html>).
3. **Tub Chairs** – Bell Tub chairs with black steel legs (each \$362.73 ex-GST).
(<https://www.apex.com.au/bella-tub-chair-oak-steel-legs.html>).
 - Proposed colour: Community Room chairs (12): “Warwick Fabric – Gravity Apple of Gravity Brick”
 - Proposed colour: Library area (6): “Warwick Fabric – Gravity Brick”

Decision. Following discussion, the Committee approved the choice of American Oak solid timber table tops with the Annick black, round steel bases, noting this timber selection is the same as the library bookshelf (and given blackbutt tops can come with dark grain-exposed sections and cannot be individually selected).

The Committee agreed to purchase 4 tables and 12 tub chairs for the Community Room at this stage (total cost \$7,256 ex-GST, including \$656 for delivery). The Committee noted a decision on either “Apple” or “Brick” colours for the tub chairs could only be finalised when a range of colour samples were obtained later in the week.

Committee members met on 24 July 2025 and discounted the “Apple” sample as not being consistent with the approved colour palette. The Committee agreed out-session on the choice of 6 tub chairs in “Warwick Fabric - Gravity Brick” and 6 tub chairs in “Warwick Fabric - Gravity Pomegranate” (as costed above).

As agreed at the meeting, the Treasurer is authorised to finalise the quote from Apex Commercial Furniture for the above furniture selections and Bright & Duggan is authorised to issue the work order.

Additional Library Furniture. The Committee noted that OC members have not been consulted on the Working Group proposal for additional tables and tub chairs for the library area as this was not part of the AGM-approved motion last October. Once delivered, the above tables and chairs could be used to test the efficacy of additional furniture in the library area. Interested owners could then prepare an Improvement Proposal (using the above furniture selections) for future consideration.

- 4.2.8. Television in the Community Room.** The Committee has received an Improvement Proposal from Unit 64 for installation of an 86-inch LG 4K television (two options), including wall bracket, Dolby Atmos sound bar and a separate sub-woofer (all from Harvey Norman), to enhance the community atmosphere and encourage residents to use the Community Room to view sporting events and other interests, either:
- 2025 LG 86 NANO80A 4K AI LED UHD (total \$3,388 incl GST), or
 - 2024 LG 86 QNED86 4K UHD LED (total \$3,588 incl. GST).

The Committee approved the purchase of the 2024 UHD 86-inch LG TV (\$2,688) and tilting wall bracket (\$220) plus \$80 delivery from Harvey Norman (total \$2,988 GST incl), noting this is of higher quality and has LG’s A8 chip. Bright & Duggan is authorised to purchase the LG TV and wall bracket from Harvey Norman on the OC’s behalf (to be billed directly).

The Committee requested the Building Manager to provide quotes for installation.

It was agreed further investigation of the location and mounting arrangements for a soundbar and sub-woofer was required before a proposed solution could be presented to the Committee for consideration. An integrated option may be preferred.

The Committee noted that electrical power will need to be made available at the proposed mounting location, as well as a connection point to the Ivy MATV system to enable free-to-air viewing. The Building Manager is asked to obtain quotes for installation of the power circuit and MATV connection.

4.2.9. Total Estimated Expenditure. Consistent with AGM approval last October (Motion 11), the total estimated cost to upgrade the Community room at this stage is \$17,916 (ex-GST), and comprises:

- Carpet: \$4,632 (includes installation and 5 sqm of spare tiles).
- Curtains: \$3,040 (includes installation).
- Table and Chairs: \$7,256 (includes delivery).
- LG TV and wall mount: \$2,988 (includes delivery).

As noted above, a final decision on acoustic panelling, including trims, powder coating and installation is still pending (item 4.2.5 and Addendum 3).

The Working Group has been asked to explore the purchase of artificial plants for the Community Room, to be presented to the Committee for consideration at its August meeting.

Proposed Ivy Newsletter. Given the significant decisions taken to implement this AGM initiative, the Committee agreed to prepare and circulate a newsletter to all residents advising them of the name change, improvements being made to the Community Room, and the likely timeframes involved.

4.3. Additional Improvement Proposals. Two other items are proposed to improve community welfare:

4.3.1. Stackable Chairs. Several EC members recommended replacing the deteriorating foldable metal chairs in the Community room with black Erika cafe chairs, stackable, at \$62.73 each (\$752.73 for 12 chairs ex-GST) (<https://www.apex.com.au/cafe/cafe-chairs/stacking-cafe-chairs.html>).

The Committee approved the purchase of 12 black Erika chairs (\$752.73 ex-GST), noting they can be delivered as part of the furniture consignment from Apex Commercial for the Community Room. The Treasurer agreed to organise their delivery and Bright & Duggan is authorised to issue the work order as part of this furniture consignment.

4.3.2. Kitchenette. Several owners have suggested that installation of a 1,400mm wide kitchenette in the right-side cupboard in the Community room, including small sink, microwave and Billi instant hot water would enhance and increase the functionality of the Community Room, especially for social gatherings. There is sufficient room in the left side cupboard to house the table tennis table, and shelving could be installed to improve storage of bats and other items.

Indicative costs are \$5,000 to supply and install cabinetry with a stone bench top; \$5,000 Billi tap; \$400 microwave; and \$4,500 construction, plumbing and electrical costs.

To allow planning to go ahead, the Committee agreed in-principle to prepare an Ivy Improvement Proposal for installation of a Kitchenette in the Community Room in 2025/26, to be considered at the 7th AGM in November, with a current budget estimate of \$16,000 (ex GST) for next financial year.

4.4. Wheelie Bins – Cleaning Contract. ACT Wheelie Bins have submitted a fixed price quote for another 3-year contract (2026-2029) to continue 6-monthly cleaning of all wheelie bins and garbage hoppers (#13695 of 19 June - \$3,660 ex GST per clean). Unit prices are unchanged from 2023. The 9.6% increase is due solely to the increased number of bins being cleaned.

The Committee accepted this contract quote from ACT Wheelie Bins for the next 3 years and authorised Bright & Duggan to issue the work order.

4.5. Appointment of an Insurance Broker. The current building insurance policy with CHU (and Vero for equipment breakdown) falls due on 5 October 2025. The renewal process can take up to 2 months.

Given savings of at least \$30,300 achieved last year, the Secretary recommended appointing AJ Gallagher as our insurance broker again for 2025-26. AJ Gallagher has confirmed in writing they are willing to provide the same level of support as last year on a fee-for-service basis, with a zero increase in their brokerage fee (\$10,000 ex GST) and only minor (approx. \$50) processing fees. Unlike tied strata arrangements, they do not earn (or pay commissions) for placing these insurances. Their appointment would lock-in the substantial savings achieved in 2023-24 for another year.

The Committee agreed to appoint AJ Gallagher as The Ivy's insurance broker on these terms and authorised the EC Chair to finalise AJ Gallagher's appointment for 2025-26.

The EC Secretary was also authorised to obtain suitable information on the nature and efficacy of the current Vero equipment breakdown insurance policy (\$5,524 inc. GST) for consideration at our next EC meeting.

4.6. Building Insurance Valuation. The most recent insurance valuation (\$167,450,000 inc. GST) was obtained from QIA on 26 July 2023 and needs to be updated before the above insurances can be renewed. The Committee agreed to authorise AJ Gallagher to obtain an updated building valuation from a suitable professional and independent firm, for consideration at our next EC meeting, and to include this in their letter of appointment.

4.7. Unit 192 - Alteration Application. The Committee received an application on 14 July for the replacement of the existing living room carpet with Notte Oak laminate flooring, the replacement of blinds with curtains in all rooms and some electrical alterations. On 17 July, the applicant provided additional information but advised that they are getting their flooring re-quoted.

The Strata Manager advised he had obtained some additional information earlier today. Subject to advice from the Building Manager on the new flooring specifications, the Committee agreed to consider the revised application out-of-session.

5. MATTERS FOR DISCUSSION

5.1. Garden Contract. The Request for Quotation (RFQ) for a new 3-year gardening Building Services Agreement (and updated Scope of Works) was sent to four companies on 11 June, with a closing date for responses of 11 July. When Territory Horticulture declined to quote, an RFQ was sent to Luxe Horticulture on 20 June. All four RFQ responses have been received:

- [All Seasons Horticulture Services](#) (\$44,850 ex GST – 7.5 hours for 2-3 persons per week)
- [Luxe Horticulture](#) (\$27,118 ex GST – hours/team size not stated).
- [Garden Wise](#) (\$42,803 ex GST – hours/team size not stated)
- [Outscapes Horticultural Solutions](#) (\$56,727 ex GST – hours/team size not stated)

Following discussion, the Committee decided to exclude Outscapes submission from further consideration due to the high cost. The Strata Manager was asked to clarify the number of staff and hours per week involved in the Garden Wise and Luxe submissions (including attendance by a horticultural expert from Luxe) and whether they each commit to delivering fully on the proposed Scope of Work with their quote. The chair of the Garden sub-Committee agreed to examine these

three remaining proposals in detail and to advise on the efficacy and suitability of each, for consideration out-of-session or at the next EC meeting.

5.2. Main Cleaning Contract. On 11 June, the Committee directed Bright & Duggan to issue a Request for Quotation (RFQ) for a new 3-year cleaning Building Services Agreement (and updated Scope of Works) to five companies. Unfortunately, due to an internal administrative error, the RFQ's were not sent out until 15 July with a response date of 12 August. The Committee noted this should allow sufficient time to decide on the successful service provider before the main cleaning contract expires on 27 August. At the time of finalising these minutes four responses have been received.

5.3. Gym Upgrade Proposal. The Committee has received an Ivy Improvement Proposal from Unit 124 (seconded by Unit 120) to add 2 studio quality Pilates Reformers, a StairMaster Step Mill and a weight assisted Chin Dip machine for resident use (**see Addendum 4**). The proposers suggested the cost could be partially offset by trading in any existing machines considered excess to requirements. The estimated net cost of this new equipment is in the vicinity of \$23,150 ex-GST (including possible trade-ins).

The Committee welcomed this Ivy Improvement Proposal but noted this would need to be considered by Owners Corporation members at the AGM in November.

The Committee agreed to circulate a letter to owners inviting them to express a view on this proposal, and any suggested alterations or refinements, ahead of submission to the AGM for consideration.

5.4. Weights Gym Wall Mirror. An EC member has suggested the installation of a mirror wall in the free weights area of the weights gym. This is supported by the gym upgrade proposal in item 5.3. Other Committee members have explored this proposal (4 x 1.2m x 2m high mirrors) and believe this could proceed at a reasonable cost (approx. \$3,200 for supply and install by Discount Glass).

The Committee requested additional quotes and agreed to consider this proposal at its next meeting. The Building Manager has been asked to obtain a quote from SEDA to move the electrical conduit servicing all air-conditioner units to the top of the wall as part of this consideration.

5.5. Additional Pool Umbrella. The AGM last year agreed to install 5 cantilever umbrellas for the outdoor pool (funded up to a value of \$20,000 from cash reserves). In the event, only four umbrellas were purchased and installed, given higher-than-expected installation costs. As considerable savings have been achieved from other projects in the 2024-25 Budget, the Committee discussed whether to purchase an additional umbrella from Outdoor Elegance in time for the next swimming season. This would be for the children's area on the west side of the pool (estimated cost around \$5,500 ex GST, including installation).

Following discussion, the Committee agreed to defer this consideration until next financial year as the extent to which the existing umbrellas are being utilised (and cared for) has yet to be assessed.

5.6. Ivy Woden Website. The new Ivy website (www.theivywoden.com.au) launched on 18 June. Owners are invited to provide feedback, including any suggested changes or additions they would like considered. The Committee would like to thank those owners, including the Treasurer, who contributed to the website's development.

The EC Secretary suggested the Committee consider the addition of three executable documents to improve direct owner/tenant communication with the Strata Manager and to facilitate quicker updates of our strata records by owners, property managers, and real estate agents:

- Alteration Request Form (existing)
- Pet Registration Form (existing, although needs reformatting)
- Owner Information Form (new).

The Strata Manager advised that these documents could be useful for them and their inclusion did not present any difficulties. The Committee agreed to upload these additional documents to the website once they were ready to publish.

5.7. Basement Speed Control Measures. Several owners have expressed concern at the continued level of speeding in the basements and requested the EC consider the introduction of speed humps as a safety measure, especially opposite the North Tower lift entrance in Basement 1 and along the west side corridor that follows the left-hand turn. The Committee considered this matter some two years ago without coming to a resolution.

Further research by the EC Secretary suggests that low profile (20mm) rubber rumble strips may provide an appropriate balance between encouraging greater driver caution, noise moderation, and not unduly disrupting the owners of vehicles in adjacent parking spaces. These strips come in two colours (black with yellow stripe) and can be bolted to the concrete floor. They cost approx. \$120 ex GST per 4.5 metre length.

The Committee agreed the concept may have merit and requested the Building Manager to purchase two lengths of 4.5 metres under his Authorised Expenditure Limit so we can test the type and best location of these proposed rumble strips. Owners whose parking spaces are adjacent to potential locations (to be identified in conjunction with the Building Manager) will be consulted so their views can be provided to the Committee before any decision is taken.

5.8. Sprinkler and Fire Hydrant System. CEFA was on site 24 June to complete the 5-year mandated hydrostatic and boosted flow testing of the combined sprinkler and hydrant fire system. The boosted flow test (the amount of water flowing to the furthest hydrant) passed with flying colours. However, the hydrostatic test failed as multiple sprinkler system shut off valves (these are located on every floor) were allowing water to pass, preventing the required pressure levels from being achieved. CEFA is assessing the most cost-effective option to rectify the issue and will provide a quote for consideration.

The Committee has asked the Building Manager to investigate whether a faulty batch of shut-off valves was originally supplied during construction and whether (and how) these valves would have passed their original inspection and testing.

5.9. 6-year Structural Warranty Report. The Building Manager has advised that Selleck's Structural Warranty Report is currently with their reviewing team and the Committee should receive it by the end of July.

Milin inspected the South Tower curtain wall façade (levels 3-16) with a thermal camera on 10 July. No moisture in any of the window frames was detected. Milin advised they will re-inspect again after a heavy downpour.

5.10. Replacement of Walkway Bluestone Pavers. Committee members noted several of the natural cut bluestone pavers in the front walkway adjacent to townhouse 274 are cracking and rapidly deteriorating. They present a potential safety issue as they are installed using a raised pedestal mounting system. The Building Manager has confirmed the pavers were a custom order, not a stock item, and they are cut to a unique size (900 x 300 x 30mm).

The Committee requested the Building Manager to obtain quotes from the original supplier (or other suppliers that can match closely) for a custom order of suitable 900 mm replacement pavers (approx. 10 new pavers or 2.7 sqm) for consideration at our next meeting. The replacement cost is expected to be no more than \$1,400 ex GST plus delivery.

5.11. Higgins's Painting Program. The second stage of our 2025 painting and render repair program with Higgins Coatings (\$10,000) is due in September/October.

The Committee noted it had obtained advice from the Building Manager earlier that morning, following an on-site meeting with Higgins on 21 July. Committee members agreed to meet with the Building

Manager later in the week to identify and finalise its priorities for the Stage 2 program, for consideration out-of-session so this work can be booked for early September.

5.12. Additional Security Camera. A quotation was received from ARA on 18 July (\$3,436.21 ex GST) to install a CCTV camera on the South Tower 2nd floor due to several security incidents that occurred earlier in the year, and to relocate a CCTV camera with obstructed view (eastern BBQ area).

The Committee noted that it was considering installation of the additional camera due to the security incidents and acts of vandalism that had occurred in the area, and noted that while issues can arise between neighbours, neighbours should seek to amicably resolve these issues between themselves without resorting to damage of Ivy property.

The Committee agreed not to proceed with installation of an additional CCTV camera at this time, due to the cost, and to reconsider this decision if further incidents occur.

The Building Manager was directed to request a more detailed breakdown from ARA of the camera quote, and to request a separate quote to relocate the existing camera in the eastern BBQ area so that it is not obstructed by vegetation.

5.13. Expansion Joint Work/Quotes. This item has been deferred until the Selleck Defect Report is received with the expectation that it includes this issue as a structural warranty issue and that can be passed to Milin to address.

5.14. Acoustic Engineer Assessment of Ivy Flooring System. The Committee has previously accepted a quote from DDEG Acoustics Consulting to conduct baseline testing of the acoustic isolation performance of Ivy flooring systems. They will use this information to assist with the development of a general acoustic underlay specification for new hard floor alteration requests in The Ivy, noting that proposed flooring systems must meet a verifiable acoustic rating of at least five (5) stars in accordance with the “Association of Australian Acoustical Consultants (AAAC) Guideline for Apartment and Townhouse Acoustics Rating” (Ivy OC House Rule 4. Alterations and erections, (c) iv. Flooring).

The Committee agreed to finalise its preferred locations for this testing before its next meeting. The Strata Manager will be asked to contact selected unit owners/residents to seek their agreement for testing of their hard flooring systems so actual acoustic isolation performance can be compared to predicted performance based on the product specifications used and building design features.

5.15. Carpet Cleaning 3-year contract. The Committee agreed to accept the Transform Carpet Quote at the EC meeting on 17 June 2025. The Chair agreed to assist in finalising the proposed BSA to support contract signature.

5.16. Bulky Waste Trial. The Committee agreed to conduct a trial of the ACT Bulky Waste Collection Service for Ivy residents – <http://act.gov.au/bulkywaste>. The Strata Manager will coordinate the process and will invite residents who want to use the service to complete an application form, before submitting the request to the ACT Government on behalf of the Ivy residents.

5.17. Garage Entry Remote Control Audit. Preparation for conduct of the audit of garage entry remote controls is progressing slowly. The Committee expects to document and trial the process over the next couple of months, ahead of progressively inviting groups of residents/owners to attend the garage entry with their remote controls so that they can be checked and registered.

5.18. Pressure cleaning of outdoor pavers. Quotes for the annual pressure clean of the Ivy outdoor pavers at the front and rear of the Ivy have been requested. The clean is expected to be completed in August-September.

5.19. BuildingLink Software Licence Renewal or Replacement. The Committee noted that renewal of the annual contract for BuildingLink facilities management software is due on 7 November 2025. The Committee is interesting in reviewing alternate software solutions. The Strata Manager agreed to

arrange a briefing for EC members on possible replacements in early September (including Arcsite and MyBos software products).

5.20. Individuals Sleeping in the Library Area and Foyer. Several owners raised concerns with the Committee about individuals sleeping in the library area on 5 July 2025 and in the foyer area on 11 July 2025.

The Ivy is a reasonably secure facility, but non-residents can gain access if other residents escort or “buzz” them in. It is also relatively easy to tailgate somebody in through the front door. CCTV review occurs after a reported incident of potential trespass, but there isn’t any simple solution for preventing incidents of this nature occurring occasionally. If another resident has provided access and they can be identified, then they can be warned of the House Rule they are breaching:

Rule 16. Use of Common Property.

b) Owners and occupiers will not permit, by act or omission, access to these areas by members of the public or to leave guests unaccompanied.

All residents have a role in maintaining community security and safety. During business hours the Building Manager can assist by investigating incidents of potential trespass. Out-of-hours owners and residents should consider politely making inquiries with people on common property that they suspect aren’t residents. If residents are concerned for their safety or the safety of others, then the ACT Police are the appropriate authority to contact to seek advice and assistance.

6. MATTERS FOR NOTING.

6.1. AGM Date. The 7th Annual General Meeting (AGM) of the Owners Corporation will be held on **Monday, 3 November 2025.**

Please note the change in venue to the **Abode Woden**, (the previous booking for the Southern Cross Club has been cancelled due to their excessive costs for room and AV equipment hire). Owners are advised to place this date/location in their calendars.

6.2. Quarterly Levy Contributions. Owners’ levy contributions were due on 1 June 2025. Overdue accounts attract interest charges at 10% pa (charged monthly), including for partial amounts unpaid.

Owners experiencing financial difficulty are invited to contact our Strata Manager, Tristan (02 6156 3305) to discuss their payment plan options. No interest is charged under an agreed repayment plan.

6.3. Origin Energy – Centralised Energy Systems. Following 6-months of intensive work and due diligence assessments, the Committee agreed at a special meeting on 27 June 2025 to accept Origin Energy’s proposal to upgrade the gas hot water plant on the 16th floor roof as part of a renewed embedded energy contract with Origin and at no charge to the Owners Corporation. The Agreement also provides at least \$28,000 (ex GST) in savings each year to the OC’s electricity account, reducing any increase in owner’s levies by around \$110 a year for the average unit. A more detailed newsletter was circulated to owners on 1 July 2025.

6.4. Plumbing and Drainage Building Services Agreement (BSA). Given the Committee and Building Manager’s satisfaction with Water Tight Canberra’s performance to date, a new 5-year planned preventative maintenance Building Services Agreement was signed on 1 July 2025. The Agreement sets out a detailed maintenance schedule for the Ivy and runs until 30 June 2030 (with provision to rollover if required). It provides an initial 20% saving (\$1,012 incl. GST) on last year that continues on, as future price increases are locked at 3.75%.

6.5. Pool Maintenance BSA. Although happy with the standard of service from Total Pools, the Committee had previously decided to proceed with a one-year only contract at this time, given their higher-than-expected annual price increase in the multi-year quote received. Total Pools was invited

to review and complete a one-year agreement (with an updated Scope of Works), to apply from 29 April 2025. Their new BSA was executed on 17 July 2025.

6.6. Ivy Woden Street Signage. Integrity Signs completed the installation of the new Ivy Street signage on 9 July. This gives The Ivy a much more visible presence at night and will assist owners, visitors and delivery personnel to locate the entrance way. Maritex has also been contracted to install an additional pole light in the front driveway to improve access visibility.

6.7. Basement Traffic Mirror. Following concerns raised about reduced visibility negotiating the basement car park entry/exit due to a large vehicle parking in the adjacent parking location, the Building Manager arranged for an additional traffic mirror to be installed on a pillar opposite the garage door to improve visibility of vehicles negotiating the corner.

6.8. Balustrade Spacer Replacements. ABS Facades was on site 7 July 2025 to complete the spacer replacement process on the remaining units. This has been a very satisfactory outcome as the complex-wide replacement has been achieved at no cost to the Owners Corporation.

6.9. Ivy Garage Trespass and Thefts. Owners are reminded to be extra vigilant if they see individuals acting suspiciously in and around the complex, following the reported theft of 2 mountain bikes on 13 June. Please report any incidents immediately to the Police, then notify either the Building Manager or Strata Manager so the incidents can be properly investigated. Reports on the Ivy Facebook page are not monitored.

6.10. Pet Registration. On 18 June, Bright & Duggan received a pet registration application from Unit 95 for their golden labrador retriever and have updated their records. Welcome to the Ivy pet community "Harley".

6.11. Gardens and Landscaping. The Ivy Gardeners would welcome new members (contact Guy). All Seasons replanted the front hedge between Oaks 3 and the Ivy driveway on 17 July. The irrigation audit been completed and a number of improvement options identified including separating the northern native garden bed by isolating the current line and installing another system using the existing tap in the location. Mulch levels are being gradually topped up at the Ivy entrance.

6.12. Outdoor Pool Pump. Total Pools replaced the failed outdoor pool pump with a new Flo Pro 1hp pump on 9 July.

6.13. Water Meters. Water Tight has been contracted to check for water hammer in Townhouses 278 and 279.

6.14. EC Induction Process. The Committee noted an initial draft of a possible Guideline on the EC Induction Process has been prepared and asked that the Strata Manager arrange for a discussion on best practice governance arrangements so that this can be finalised before the next AGM.

7. GENERAL BUSINESS

7.1. There was no general business.

7.2. EC Membership Application. John Risk (Unit 64) applied to join the Committee to fill the current vacancy. He has been provided with relevant information about the role and responsibilities of the EC and attended this meeting as an observer.

At the end of the meeting John advised the Committee that he believed he could make a significant contribution and wished to proceed with his application. John confirmed he has reviewed the EC Induction Pack and affirmed his commitment to represent the best interests of the Ivy Owners Corporation consistent with our UT(M)A legal obligations and the governance principles in our House Rules (Clause 12).

The Committee considered his application and unanimously agreed to invite John to join the Committee. The Chair, Secretary, and Building Manager will complete the induction process, and his signed Code of Conduct will be retained in Executive Committee records.

8. MEETING CLOSURE

- 8.1.** The meeting concluded at 11.36 am.
- 8.2.** The next EC meeting is scheduled for 9.00 am on Tuesday, 12 August 2025.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

1. Maintenance Activity or Building Works Completed This Month

- . Irrigation system audit - Gardening Sub-committee/All seasons
- . Front hedge between oaks3 and Ivy driveway - All Seasons
- . Lift 2 door sensors replaced - OTIS
- . Lift 2 floor audio speaker installed - OTIS
- . Pressure relief isolation valve installation - CEFA/Skyline Fire
- . 5 yearly hydrant boosted flow test - CEFA/Skyline Fire
- . 5 yearly landing valve replacement - CEFA/Skyline Fire
- . Sprinkler control box leak - CEFA
- . Access control maintenance - FERMAX
- . Height safety system certification - Rope Access
- . Upper and lower roof clean & inspection - AM & DM
- . Annual electrical maintenance - Maritex
- . Annual BBQ maintenance - Maritex
- . 1x downlight in front of weights gym entry - Maritex
- . 1x 4ft led batten inside garage 78 - Maritex
- . 1x ground light in walkway adj townhouses - Maritex
- . Installation of junction box and plug base for Ivy sign - Maritex
- . THE Ivy 15 Irving Street sign installation - Integrity signs
- . Monthly HVAC June maintenance - SEDA
- . CO sensor calibration - SEDA/Synchronous
- . Renewal of hydraulics maintenance agreement - EC/Watertight

2. Forecast Maintenance Activity or Building Works

- . 5 yearly hydrostatic test - CEFA/Skyline Fire
- . Spa draining - Total Pools
- . Spa jet eyeball sealing - Total Pools
- . Floor suction grate replacement - Total Pools
- . Spa handrail repairs - PointFS
- . Garbage room and carpark roller door July 2025 service - ACT Doorland
- . Lifts 1, 3 & 4 - floor announcement audio speaker installation - OTIS
- . Lift 4 - buttons require replacing, level 10 and level 6 - OTIS
- . Monitor handle sets on entry/exit ground floor doors - BM
- . Sliding door maintenance - MSR
- . Monitor rodent activity around townhouses - BM/Royal pest Control
- . Split system relocation - TBC
- . Re-routing of conduit work in weights gym - TBC
- . Dispose of cardboard and styrofoam on top of cages - BM
- . External paver & front entry planter box pressure clean - TBC
- . 3x hot water units requiring replacement/repairs - Watertight
- . Grundfos hot water circulation pump controller quotation - Watertight
- . Weights gym downlight issues - Maritex
- . Rodent bait stations - August 2025 service - Royal Pest Control
- . Sauna timber sanding/oiling - August 2025 service - PointFS
- . Bin lifter & compactor - August 2025 service - WasTech
- . Goods/bin hoist service - August 2025 service - Southwell
- . Garbage chute clean - August 2025 service - Douglas Wright Group

ADDENDUM 2

2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 19/07/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	23/04/2025	4.30%	3 months	\$163,627.57	23/07/2025
TD03	24/05/2025	4.20%	3 months	\$161,854.25	25/08/2025
TD05	07/07/2025	4.20%	3 months	\$122,737.63	07/07/2025

\$448,219.45

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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SINKING FUND

TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	24/05/2025	4.20%	3 months	\$121,219.64	25/08/2025
TD06	14/07/2025	4.47%	3 months	\$219,510.22	14/10/2025

\$790,729.86

2.2 IMPROVEMENT FUND

2% Ivy Improvement fund				\$26,249.00
Date	Expenditure	Committed	Paid	
20/11/24	Installation of additional bike rack - B1 north		\$301.43	
12/9/2024	Christmas decorations		\$680.70	
20/1/2025	Look Signage - B1 north		\$148.80	
3/2/2025	Pool corridor mats		\$287.50	
17/3/2025	Foyer - unit signage		\$600.00	
4/4/2025	Pet signage		\$130.00	
3/7/2025	Improved street signage - The Ivy		\$4,280.00	
26/6/2025	Indoor pool clock		\$129.47	
20/6/2025	Additional mirror - garage entrance	\$600.00		
27/6/2025	Additional pole light - driveway entrance	\$3,600.00		
	Total	\$4,200.00	\$6,557.90	\$10,757.90
	Total remaining			\$15,491.10

ADDENDUM 3

COMMUNITY ROOM – ACOUSTIC WALL PANEL OPTIONS

Autex Acoustics – Quietspace with fronting panel 1220 x2400 x 50 - \$593 per panel (minimum 3 panels) NCR 1.0

Quietspace® with Vertiface® fronting offers the best of both worlds. A discrete, high-performance broadband acoustic treatment engineered to absorb a minimum of 85% of sound energy fronted with a versatile fabric wallcovering made from 100% polyester fibre. Quietspace® overlaid with Vertiface® offers more colourful applications while adding cleanability and durability compared with Standard Quietspace® Panels. Available in a diverse colour palette to suit any space

<https://acousticsolutions.store/en-aus/products/autex-acoustics-quietspace?variant=42561136984220>

Martini Absorb HD 75 panels (6m x 1200mm x 75mm) White - \$349 per panel. NCR 1.0

Thermally bonded polyester fibre insulation specifically designed to provide high performance sound absorption across a range of frequencies. • Semi-exposed behind perforated panelling and ceilings, Industrial enclosures, HVAC ducts, silences and plant rooms

Available in standard white colour. Black or grey available upon request.

https://www.actfoam.com.au/products/copy-of-martini-absorb-hd-8m-x-1200mm-x-50mm-white?srsId=AfmBOor7f0225BzZAiIVABMB9IFQnhPGHAZ7_gIXO7OOg57igc3cmwc9

Megasorber FM panels 25 mm thick (NRC 0.85) and 50 mm thick (NRC 1.0) panels. Although the acoustic engineer listed Megasorber FM panels as a suitable acoustic product, the Megasorber technical consultant advised the following products:

- **The Megasorber P** - Fire-Resistant Sound Absorbing Panel, featuring a patented non-combustible sound-absorbing facing, excels in superior sound absorption, thermal insulation, and durability. The Megasorber P panel stands out for its superior acoustic performance, utilizing the patented noncombustible sound-absorbing material Soundmesh® G8. P is perfect for Sport stadiums, multipurpose halls, call centres, school halls, commercial and office buildings. Restaurants, bars and clubs. Music rooms, recording studios, home theatres. Indoor swimming pools and aquatic centres.
 - P 25 mm – NRC .82 (34 m² total surface coverage)
 - P50 mm – NRC 1.01 (29 m² total surface coverage)
- **Megasorber FG** - Acoustic foam panel is a tough and durable, sound absorbing foam designed for demanding engineering applications. It utilises a patented non-combustible sound absorbing facing material Soundmesh® G8 and has superior sound absorption capacity. FG is perfect for soundproofing generator enclosures, hydraulic power units & plant rooms.
 - FG 25 mm – NRC .85 (34 m² total surface coverage)
 - FG 50mm – NRC 1.01 (29 m² total surface coverage)

Soundmesh® G8 facing is a smart material that breaks the soundwave down into smaller components and then traps and dissipates the soundwave within the foam behind it. The acoustic impedance of G8 is tuned to maximise sound absorption.

- **Quotes:**

P & FG - Direct-fixed panels 1200 x 2400 x 50 - \$250 per panel

P & FG - Direct fixed panels 1200 x 2400 x 25 - \$173 per panel

Estimated Costs (ex GST)

Megasorber Panels	Number	Cost per item	Total
"P" Panel 50 mm - "Manna Gum"	5	\$250.00	\$1,250.00
"P" Panel 25 mm - "Manna Gum"	10	\$173.00	\$1,730.00
Adhesive	24	\$30.00	\$720.00
Delivery	1	\$368.00	\$368.00
		Total	\$4,068.00

- **Optional extras**

Edging to suit 25 mm thick panel – 3 m length - \$26 each

T joiner – CA - T joiner anodised 3 m length - \$23

High Tack, High Performance Adhesive, 600ml sausage - \$30 each (approx 1.5 per panel)

Self-adhesive backing

ADDENDUM 4



UNIT PLAN 4787
The IVY
Improvement Proposal

PROPOSAL TITLE: GYM EQUIPMENT REFRESH

SUMMARY OF PROPOSAL:	<i>Request to add 2 studio quality Pilates reformers, stair climber and assisted chin dip to the gym for resident use, as well as additional mirrors in gyms to check form.</i>
ESTIMATED COST:	<i>\$4000-\$4500 PER REFORMER MACHINE PLUS ACCESSORIES \$245 PER MACHINE \$4600-7700 PER STAIR CLIMBER MACHINE \$5000 PER ASSISTED CHIN DIP MACHINE \$UNKNOWN FOR ADDITIONAL MIRRORS</i>
PROPOSED BY:	<i>Rebecca Laufer – Unit 124</i>
SECONDED BY:	<i>Samantha Edwards – Unit 120</i>
DATE SUBMITTED TO EC:	<i>11/07/2025</i>
SUPPORTING DOCUMENTS:	<i>Quote One – QU-1354 from GymQuip attached Quote Two – Core Collab – pending from supplier Mirror Quote – Matt exploring options currently</i>

DESCRIPTION

SUMMARY	<p><i>Our current gym is well-used and well-loved by many residents but it’s time for a small upgrade to better meet the growing and changing needs of our Ivy community. As more residents focus on healthy ageing, injury prevention and strength based movement, we propose adding four key pieces of equipment to our weight and cardio gyms;</i></p> <ul style="list-style-type: none"> <i>• Pilates Reformers</i> <i>• Series 2 Weight-Assisted Chin Dip Machine</i> <i>• Vertical StairMaster Gauntlet Step Mill</i> <i>• Mirror Walls for Free Weights and Pilates Areas</i> <p><i>These additions will improve functionality, safety and accessibility for residents of all fitness levels.</i></p> <p>Quote Summary:</p> <p>GymQuip:</p> <ul style="list-style-type: none"> <i>• 2 x C8 Pro Reformer including jumpboard \$8,605.45</i> <i>• Matrix c50 Climbmill with XIR Console \$7,635.45 (option 1)</i> <i>• Matrix c50 Climbmill with XR Console \$4,580.91 (option 2)</i> <i>• Body Solid Series 2 S2ACD Assisted Chin Dip \$4,995.45</i> <p>Core Collab:</p> <p><i>2 x Queen Studio Reformer including jumpboard, sitting box and standing platforms \$8,000</i></p>
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	<p>Additional accessories: <i>Celsius PR1 Pilates Reformer Sitting Box \$170 (Rebel Sport)</i> <i>Bahe Pilates Ring \$40 (Rebel Sport)</i> <i>Bahe Flowballs Set \$35 (Rebel Sport)</i></p>
<p>PROPOSAL 1:</p>	<p><i>Reformer Pilates offers a wide variety of both physical and mental health benefits through low impact exercise making it suitable for all ages and fitness levels. It's a great option to improve strength, flexibility, posture, balance and overall well-being.</i></p> <p><i>Reformer studios charge a premium for this exercise, with average memberships to use a reformer 2-3 times a week sitting around \$70/week for an individual. This is not feasible long term for many of our residents who enjoy this type of exercise.</i></p> <p><i>I propose that we add Pilates reformers to our existing gym equipment. Consultation with other residents in person and through the IVY Facebook page has suggested a decent amount of interest in these machines. I suggest two machines would be adequate for our building needs at this point. Most workouts will go for 40-50 minutes so having multiple machines will make it more accessible to residents in peak times.</i></p> <p><i>Reformer Pilates are an inclusive exercise option that I believe our gyms are lacking. While the upfront investment of around \$9,000 for two machines may initially seem high, they will add immense value both tangibly (popular exercise many residents currently pay a premium for, convenience of having access at home, financial benefits for residents) and intangibly (cements Ivy as a building that supports residents, makes the building more desirable by having in demand equipment available outside of high end Pilates studios, and they're also quite aesthetically appealing for people viewing the building due to their popularity).</i></p> <p><i>This is also an exercise that promotes improved flexibility and range of motion through gentle, controlled movement – which is critical for wellbeing as we get older and for enhancing quality of life at all ages. Instructional videos freely available on the internet mean that workouts can be found for all levels of fitness and all ages.</i></p> <p><i>Physical benefits of reformer Pilates include: increased strength and toning, improved flexibility and range of motion, enhanced balance and stability, better posture, injury prevention and rehabilitation, weight loss, improved cardiovascular health. Mental benefits of reformer Pilates include: stress reduction, improved focus and concentration, enhanced mood.</i></p> <p><i>I have reached out to our current gym supplier GymQuip for a formal quote (attached), as well as to a company called Core Collab who are the pioneering Australian manufacturer who supply high end machines to Pilates studios nationally. They come highly regarded with a proven record for durability and quality. Their price includes additional key accessories such as the sitting box and jump board (approx. \$200 each), and standing platform (approx. \$300 each – nice to have but not a necessity) included. Their quote is still pending but I have taken prices from their website to use as estimates in the meantime.</i></p>

<p>PROPOSAL 2:</p>	<p><i>Ivy residents range in their age and fitness needs. From older adults wanting joint-friendly cardio to younger residents building strength, our gym should support all goals. Currently some residents avoid equipment due to its difficulty or lack of visibility for safe form. These upgrades should directly address these issues:</i></p> <ul style="list-style-type: none"> • <i>Chin Dip Machine supports users in learning bodyweight movements safely, improving upper body strength and core control. It is especially useful for beginners or those recovering from injury.</i> • <i>The StairMaster is a low-impact, high return cardio machine that helps build strong legs and boost heart health – key in maintaining mobility and energy as we age.</i> • <i>Mirror walls help users correct posture, monitor their form and exercise with confidence and safety. This is particularly important for preventing injury during free weight use.</i> <p><i>The current equipment in the gym is terrific however we have multiples of a few cardio machines that do not get used. We propose trading in some of the excess machines with our current provider GymQuip for credit and reinvesting towards the new machines as requested by residents. Details on trade in prices for excess bikes and rowing machines in attached GymQuip quote.</i></p>
<p>RATIONALE</p>	<p><i>Updated newer equipment again adds value for both our residents who can target their workouts and also for the status of the Ivy building as a prestigious place to live with modern equipment that fulfils resident requirements. The longer we hold onto the current equipment that we do not use, the more it loses value as it ages, even without constant use. It makes sense to trade it in sooner rather than later to maximise return.</i></p>
<p>BENEFITS:</p>	<p><i>Adding these pieces will provide long-term health and social value including:</i></p> <ul style="list-style-type: none"> • <i>Wider accessibility: More residents will feel confident using the gym, increasing participation and making strata fees better value for everyone.</i> • <i>Improved wellbeing: These additions support key elements of healthy ageing – strength, heart health, joint safety and balance.</i> • <i>Social connection: These machines encourage shared use and more interaction among residents.</i> • <i>Future-Proofing: as the Ivy continues to evolve, so should our shared spaces. The update keeps the gym aligned with modern health needs and expectations.</i> <p><i>Backed by current health guidelines and research, these machines are widely recognized for supporting muscular endurance, joint function and heart health in people over 40, they're used in rehabilitation and wellness centres for a reason: they work safely and effectively. We also will benefit from getting credits trading in our excess cardio equipment to use towards this upgrade.</i></p> <p><i>Outside of the physical and mental advantages of increased exercise, the other huge benefit for the residents will be the financial savings long term. An upfront investment from the EC for reformer machines will save one resident \$3,640 a year in weekly payments of \$70 to a Pilates studio. The machines do not require electricity, operate from springs and tension and with proper care, will last many, many years.</i></p>

CONSULTATION:	<i>Matt Lam, Ivy Residents through Ivy Facebook page and in person consultation.</i>
PRIORITY:	<i>While there is no real urgency to this, I suspect the residents would like to see something like this implemented sooner rather than later.</i>
TIMEFRAME:	<i>Ideally by the end of the year, if not sooner.</i>

IVY EC CONSIDERATION

EC MEETING DATE:	
SUMMARY OF DISCUSSION	
BUDGET:	
ACTION:	

Proposal submitted to THE IVY Executive Committee by email: ivyec@ivy2606.com

ADDENDUM 5

UP4787 Owners Corporation invoices paid in June 2025

23/06/2025	Annual PPM Test	MARITEX COMMERCIAL	\$2,178.00	INV-83803
20/06/2025	12.05.25-11.06.25	ORIGIN ENERGY - BPAY 130112	\$12,976.69	107458965
19/06/2025	U205 Legal Expenses	GRACE LAWYERS	\$112.00	188971
17/06/2025	Pressure Valves	COMPLETE ESSENTIAL FIRE & AIR	\$4,356.00	INV-47795
11/06/2025	25 May - Contract	M & M ROLFE CLEANING SERVICES	\$16,436.92	INV-8760
9/06/2025	01.07.25-30.09.25	OTIS	\$7,609.81	2056318
6/06/2025	25 Jun - Contract	COMPLETE ESSENTIAL FIRE & AIR	\$1,160.59	INV-47641
6/06/2025	AGM Room Hire	CANBERRA SOUTHERN CROSS CLUB	\$1,200.00	13249201
5/06/2025	29.04.25-26.05.25	ACTEWAGL	\$2,251.55	999255287332
5/06/2025	Wire Connectors	DONALD CRAIG MCLEAN	\$16.99	2025-06-05
4/06/2025	25 May - Cardboard	VEOLIA	\$12.10	8100406585
4/06/2025	HID Reader	FERMAX AUSTRALIA PTY LIM	\$446.04	00046125
3/06/2025	25 May - Contract	ARA SECURITY	\$1,232.00	S479540
3/06/2025	25 May - Contract	TOTAL POOL SERVICE	\$1,300.75	45513
2/06/2025	25 Jun - Contract	POINT FACILITIES SOLUTIONS PTY	\$10,010.00	INV-2052
1/06/2025	25 Jun - Contract	WATER TIGHT CANBERRA	\$452.63	INV-11722



**MINUTES OF THE
EXECUTIVE COMMITTEE MEETING
OF UNITS PLAN 4787
THE IVY**

Venue: 259/15 Irving Street, Phillip
Date: Tuesday, 22 July 2025
Time: 9.12 am

1. MEETING FORMALITIES

1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Carol van Gelder, Guy Hutchison (Teams), Donna Macpherson (phone), Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Observer: John Risk (Unit 64), who has expressed interest in joining the Committee (see item 7.2)

1.2. Conflicts of Interest. Nil.

1.3. Previous Meeting Minutes. The Minutes of the EC's meeting on Friday, 27 June 2025 are confirmed (see item 6.3).

2. BUILDING & FACILITIES MANAGEMENT

2.1. Building Condition Report (18 July 2025) – Rating 61/75 (81%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

The Report highlights several current concerns:

- Some South Tower residents are regularly taking food and drinks down the western fire stairs, spilling drinks and leaving an unsightly mess.
- Several residents are still abusing the trade parking bays.

2.2. Project Activity Completed and Forecast (for details see **Addendum 1**). Owners and residents are advised that:

- An additional pole light will be installed in the front driveway in early August.
- A wall clock has been installed in the indoor pool room.
- Significant repair work is required in the indoor spa in the coming weeks.
- Otis is attending to the lack of audio in lifts 1,3 and 4 during their regular maintenance visits.
- GymQuip has replaced the worn/damaged backrests on the three incline benches in the weights gym.
- The Height Safety system was tested and certified on 7 July 2025.
- There are likely to be significant additional costs repairing sprinkler system isolation valves that aren't sealing correctly (item 5.8).
- The EC has placed a temporary fix over the front walkway expansion joint.

3. TREASURER'S REPORT AND LEVY SITUATION

3.1. Overall Financial Position @ 18 July 2025

- **Total Owners Funds:** \$1,338,964.16
 - Admin Fund - \$563,224.29
 - Sinking Fund - \$775,739.87
- **Owners Net Assets:** \$1,338,964.16
 - Assets = \$1,381,665.19
 - Liabilities = \$42,701.03
- **Cash Accounts:**
 - Admin fund = \$114,492.76
 - Sinking Fund = \$3,286.54

3.2. Investment Accounts: (see Addendum 2)

- Admin Fund Investments = \$448,219.45
- Sinking Fund Investments = \$790,729.86

3.3. Investment activity. The following investment activity has been undertaken as authorised at the Committee's last meeting on 17 June 2025 (see **Addendum 2.1**):

3.3.1. TD05 Admin Fund: Matured on 7 July 2025. The current principal (\$121,375.89) plus \$1,361.74 in interest (total \$122,737.63) was invested for 3 months at 4.2%.

3.3.2. TD06 Sinking Fund: Matured on 14 July 2025. The current principal (\$175,364.22) plus the available cash balance (\$42,235.32) plus \$1,910.68 in interest (total \$219,510.22) was invested for 3 months at the best available interest rate (currently waiting on confirmation of the rate from Macquarie Bank).

3.4. Financial decisions. The Committee accepted the Treasurer's recommendation and directed Bright & Duggan to undertake the following investment activity.

3.4.1. TD01 Admin Fund: On maturity (23 July 2025), reinvest the current principal (\$163,627.57) plus interest for 3 months at best interest rate and confirm for the Committee.

3.5. Admin Budget – Areas of concern. After ten months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories.

Description	2024-25 Budget	Spend to date	
R&M - Building	\$3,000	\$14,911.38	New category in 2024/25 to capture unscheduled building repair & maintenance. In previous years some of the repair costs would have been captured in the 5% contingency category.
R&M - Plumbing (Hydraulics)	\$11,069	\$14,945.40	Over \$10,000 spent to date to investigate individual unit water hum and hammer issues.
Security - Service contracts	\$3,583	\$4,927.00	Fermax service under budgeted six-monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per service.

R&M - Fire equipment	\$50,778.00	\$58,901.60	The budget for 5-year maintenance of the Fire Sprinkler and Hydrant system did not account for an additional 33 hydrants, relief valves or hydrostatic testing, leaving an expected shortfall of \$21,970.
R&M - Pools and Spa	\$12,615	\$17,880.98	Unexpected costs to replace three pool pumps, gas valves, spa element replacement and boiler flue repairs.

3.6. Improvement Fund (see Addendum 2.2)

3.6.1. 2% budget allocation: \$26,249.00

- Total expenditure (year to date): \$6,557.90
- Authorised commitments (not yet paid): \$4,200
- Remaining allocation: \$15,491.10.

3.7. The Committee unanimously agreed to set up a separate budget line item for proposed improvements to the Wellness (Yoga) room (see item 4.2) so that these expenditures can be accurately tracked. This decision was informed by an assessment that overall the Owners Corporation financial position is very healthy and on track to record an underspend against budget.

3.8. Levy Arrears (as of 19/07/2025) = \$19,479.66 (GST incl).

3.7.1 10 units are in arrears. These owners have not paid their 1 June levy and are now being charged interest on the outstanding amount.

3.7.2 Unit 175 - Total arrears = \$6,547.94. The owner is complying with the proposed repayment schedule of fortnightly payments of \$537.24 over the course of 26 fortnights (12 months). No further action is required at this stage.

4. MATTERS FOR DECISION

4.1. Unit 29 - Alteration Application. The owners submitted an application (with attached plans) for a shower rail to be installed outside the shower recess next to the bathroom door. The Building Manager has reviewed and not raised any objections.

The Committee approved the bathroom alteration and authorised the Strata Manager to notify the applicant.

4.2. Wellness (Yoga) Room Upgrade. The EC Working Group, comprising seven owners, has worked tirelessly over the past month or two to progress the Yoga Room upgrade proposal as agreed at the 6th AGM. Members of the Working Group have consulted extensively with interested owners in identifying suitable ideas and options. The Group met again on 16 July and 18 July and has provided a detailed report with the following recommendations for Committee consideration:

4.2.1. Rename the Room. Following discussion, the Committee unanimously agreed to rename the Wellness (Yoga) room as the “Ivy Community Room”, to reflect the proposed multi-purpose community use.

The Building Manager was authorised to arrange for installation of replacement signage on the entry door to the Room (under his Authorised Expenditure Limit) to match the existing metal template.

4.2.2. Adoption of DDEG Acoustic Engineers Report. DDEG provided a detailed technical report on 28 June 2025, including results of testing and options for improving the room’s acoustic characteristics. This has provided useful expert advice.

The Committee endorsed the findings in the Report and agreed to adopt recommended treatment option 3 in the Report to ensure a satisfactory acoustic rating is achieved with a suitable combination of sound absorbent materials, including carpet-tile floor covering and sound-absorbing wall panelling (see following items).

4.2.3. Colour Palette. The Committee agreed the Colour Palette for the Community Room must be consistent with and complement the colour palette previously recommended by the interior designer and adopted for the library and foyer areas. This is reflected in the following decisions.

4.2.4. Carpet Flooring. The DDEG Report noted felt-backed, polyester-fibre-backed or cushion-backed carpet tiles provide better sound absorption properties than conventional rubber backed carpet tiles.

Working Group Recommendation. The Working Group obtained quotations from three carpet suppliers to supply and install 60 square metres (sqm) in area (including the cupboard and trim at the door):

- 1. Carpet Court Fyshwick.** Acoufelt acoustic QuietBack carpet tiles (NRC 0.35) applied to the existing timber floor (initial quote \$3,976 ex-GST; updated quote for preferred colour choice (including spare carpet tiles) \$4,631.82 ex-GST).
- 2. Cream Carpets Phillip.** Milliken Major Frequency One on Wellbac Comfort (NRC > 0.25) but insists on removal of the existing timber flooring (quote \$5,399 ex GST).
- 3. Floorworld Fyshwick.** Cushion back Aerial Collection carpet tiles (NRC > 0.1) on existing flooring (quote \$5,696 ex GST).

Decision. The Committee agreed the Acoufelt acoustic QuietBack carpet tiles provide the best acoustic rating and that the Carpet Court quote provided the most cost-effective option. The Treasurer was authorised to proceed with the purchase once the colour choice was finalised (samples to be viewed onsite) and the quote was also updated to include spare tiles.

Three colour samples were delivered for review on Thursday, 24 July. The recommendation from that review was to select the 500 x 500mm Scatter series Acoufelt carpet tiles in “Granite” colour. An updated quote (FQ005351 – \$4,631.82 ex GST) was provided the same day and agreed by the Committee out-of-session.

As agreed at the EC meeting, the Treasurer is authorised to advise Carpet Court their quote of 24 July (FQ005351 for \$5,095, incl. GST) has been approved by the Committee. Bright & Duggan is authorised to pay the 50% deposit and issue the work order. Installation is expected to commence within two weeks of this payment.

4.2.5. Acoustic Panelling. DDEG recommended the installation of sound absorbing panels on at least 3 walls, with a minimum coverage of 34 sqm (for NRC 0.8 rated materials).

Working Group Recommendation. The Working Group obtained quotes from three acoustic panel suppliers:

- 1. Autex Acoustics (Quietspace)** - \$593 per 50 mm panel (NRC 0.85 – 1.00).
- 2. Martini (Absorb HD)** - \$349 per 75 mm panel (NRC 1.05)
- 3. Megasorber** (Soundmesh G8 “FG” and “P” Panels) – \$250 per 50 mm panel (NRC 1.0) and \$173 per 25 mm panel (NRC 0.85).

A detailed assessment of each panel type and estimated costings are at **Addendum 3**.

Given the room's size and characteristics, the Working Group recommended a combination of 25mm and 50mm panels. The Megasorber "P" panel was preferred as it is used in sport stadiums, multi-purpose halls, call centres and school halls. These panels are also the most cost-effective option and fully comply with the acoustic engineer's minimum NRC rating. With cutting and delivery limitations, some 38 sqm obtained from 15 panels @ 2.4 x 1.2 m is required. The estimated cost, without trims, colour matching or installation is \$4,068 ex-GST (see **Addendum 3**).

Panel Colour. From a selection of sample panels provided by Megasorber, the Working Group recommends the panel colour 'Manna Gum' as it provides a warm tone and neutral base colour for the room, with highlight colour coming from the proposed chairs.

Installation. Further inquiries with Megasorber confirmed their edging trims and profile separators only come in black or anodised steel. They do not colour match, which could propose a challenge as these trims are needed for panel protection. Physical examples of these trims/profiles have been requested to ascertain whether a local supplier could match the colour and/or supply directly. In addition, the Building Manager needs to obtain at least two quotes for professional installation of these acoustic panels (15 required).

Decision. The Committee noted its preference for the high quality, Megasorber-type acoustic panels and agreed in-principle to explore this option further, especially in relation to colour-matching and/or supplying these trims/profiles locally. The Committee agreed a final decision and expenditure authorisation will be made at a later meeting.

4.2.6. Window Furnishings. The Working Group recommended installing full height sheer curtains to improve the ambience of the room while still permitting natural light to enter. Quotations were obtained from three curtain suppliers for the supply and installation of Nettex Vevey S Fold Wave sheer curtains (used in the Oaks Canopy next door) for up to three window sections in the room (the walkway window near the cardio gym and two large window sections in the Community room):

1. **BASC** – Total \$3,938. (ex GST) for 3 sections (\$3,040 for 2 sections).
2. **Dollar Curtains & Blinds**– Total \$5,052 (ex GST) for 3 sections (\$3,965 for 2 sections).
3. **BMAC Window Furnishing** – Total \$7,077 (ex GST) for 3 sections (\$5,312 for 2 sections).

Sheer Curtain Colour. After comparing samples of Nettex Vevey material, the Working Group recommended the colour 'Cotton' as it complements the proposed acoustic panel colour and provides a neutral background for the furniture.

Decision. The Committee agreed two section coverage is preferred (i.e. excluding the walkway near the cardio gym at this stage), noting that curtains cannot be allowed to cover the fire door exits. The Committee authorised the Treasurer to finalise a slightly amended quote with BASC for the supply and installation of Nettex Vevey Sheer curtains in 'Cotton' (approx. \$3,040 ex GST) and authorised Bright & Duggan to pay the 50% deposit and issue the work order.

4.2.7. Tables and Chairs. Following ongoing consultation with interested owners, the Working Group recommended 4 square tables (800 x 800mm) and 12 tub chairs for the Community Room and two matching tables and 6 tub chairs for the library area. Members of the Working group travelled to Sydney on Monday 21 July to visit the Apex Commercial Furniture showroom and inspect the quality and functionality of the proposed furniture.

Working Group Recommendation. Having explored multiple options, the Working Group recommended the purchase of:

1. **Table tops** – Two options (each \$471.82 ex GST). Either: “American Oak Solid Timber Table Top”, or “Blackbutt Solid Timber Table Top”.
(<https://www.apex.com.au/american-oak-timber-table-top-solid-wood.html>).
2. **Table Bases:** Annick Round Black Steel Table Base (each \$90 ex-GST).
(<https://www.apex.com.au/annick-square-black-table-base.html>).
3. **Tub Chairs** – Bell Tub chairs with black steel legs (each \$362.73 ex-GST).
(<https://www.apex.com.au/bella-tub-chair-oak-steel-legs.html>).
 - Proposed colour: Community Room chairs (12): “Warwick Fabric – Gravity Apple of Gravity Brick”
 - Proposed colour: Library area (6): “Warwick Fabric – Gravity Brick”

Decision. Following discussion, the Committee approved the choice of American Oak solid timber table tops with the Annick black, round steel bases, noting this timber selection is the same as the library bookshelf (and given blackbutt tops can come with dark grain-exposed sections and cannot be individually selected).

The Committee agreed to purchase 4 tables and 12 tub chairs for the Community Room at this stage (total cost \$7,256 ex-GST, including \$656 for delivery). The Committee noted a decision on either “Apple” or “Brick” colours for the tub chairs could only be finalised when a range of colour samples were obtained later in the week.

Committee members met on 24 July 2025 and discounted the “Apple” sample as not being consistent with the approved colour palette. The Committee agreed out-session on the choice of 6 tub chairs in “Warwick Fabric - Gravity Brick” and 6 tub chairs in “Warwick Fabric - Gravity Pomegranate” (as costed above).

As agreed at the meeting, the Treasurer is authorised to finalise the quote from Apex Commercial Furniture for the above furniture selections and Bright & Duggan is authorised to issue the work order.

Additional Library Furniture. The Committee noted that OC members have not been consulted on the Working Group proposal for additional tables and tub chairs for the library area as this was not part of the AGM-approved motion last October. Once delivered, the above tables and chairs could be used to test the efficacy of additional furniture in the library area. Interested owners could then prepare an Improvement Proposal (using the above furniture selections) for future consideration.

- 4.2.8. Television in the Community Room.** The Committee has received an Improvement Proposal from Unit 64 for installation of an 86-inch LG 4K television (two options), including wall bracket, Dolby Atmos sound bar and a separate sub-woofer (all from Harvey Norman), to enhance the community atmosphere and encourage residents to use the Community Room to view sporting events and other interests, either:
- 2025 LG 86 NANO80A 4K AI LED UHD (total \$3,388 incl GST), or
 - 2024 LG 86 QNED86 4K UHD LED (total \$3,588 incl. GST).

The Committee approved the purchase of the 2024 UHD 86-inch LG TV (\$2,688) and tilting wall bracket (\$220) plus \$80 delivery from Harvey Norman (total \$2,988 GST incl), noting this is of higher quality and has LG’s A8 chip. Bright & Duggan is authorised to purchase the LG TV and wall bracket from Harvey Norman on the OC’s behalf (to be billed directly).

The Committee requested the Building Manager to provide quotes for installation.

It was agreed further investigation of the location and mounting arrangements for a soundbar and sub-woofer was required before a proposed solution could be presented to the Committee for consideration. An integrated option may be preferred.

The Committee noted that electrical power will need to be made available at the proposed mounting location, as well as a connection point to the Ivy MATV system to enable free-to-air viewing. The Building Manager is asked to obtain quotes for installation of the power circuit and MATV connection.

4.2.9. Total Estimated Expenditure. Consistent with AGM approval last October (Motion 11), the total estimated cost to upgrade the Community room at this stage is \$17,916 (ex-GST), and comprises:

- Carpet: \$4,632 (includes installation and 5 sqm of spare tiles).
- Curtains: \$3,040 (includes installation).
- Table and Chairs: \$7,256 (includes delivery).
- LG TV and wall mount: \$2,988 (includes delivery).

As noted above, a final decision on acoustic panelling, including trims, powder coating and installation is still pending (item 4.2.5 and Addendum 3).

The Working Group has been asked to explore the purchase of artificial plants for the Community Room, to be presented to the Committee for consideration at its August meeting.

Proposed Ivy Newsletter. Given the significant decisions taken to implement this AGM initiative, the Committee agreed to prepare and circulate a newsletter to all residents advising them of the name change, improvements being made to the Community Room, and the likely timeframes involved.

4.3. Additional Improvement Proposals. Two other items are proposed to improve community welfare:

4.3.1. Stackable Chairs. Several EC members recommended replacing the deteriorating foldable metal chairs in the Community room with black Erika cafe chairs, stackable, at \$62.73 each (\$752.73 for 12 chairs ex-GST) (<https://www.apex.com.au/cafe/cafe-chairs/stacking-cafe-chairs.html>).

The Committee approved the purchase of 12 black Erika chairs (\$752.73 ex-GST), noting they can be delivered as part of the furniture consignment from Apex Commercial for the Community Room. The Treasurer agreed to organise their delivery and Bright & Duggan is authorised to issue the work order as part of this furniture consignment.

4.3.2. Kitchenette. Several owners have suggested that installation of a 1,400mm wide kitchenette in the right-side cupboard in the Community room, including small sink, microwave and Billi instant hot water would enhance and increase the functionality of the Community Room, especially for social gatherings. There is sufficient room in the left side cupboard to house the table tennis table, and shelving could be installed to improve storage of bats and other items.

Indicative costs are \$5,000 to supply and install cabinetry with a stone bench top; \$5,000 Billi tap; \$400 microwave; and \$4,500 construction, plumbing and electrical costs.

To allow planning to go ahead, the Committee agreed in-principle to prepare an Ivy Improvement Proposal for installation of a Kitchenette in the Community Room in 2025/26, to be considered at the 7th AGM in November, with a current budget estimate of \$16,000 (ex GST) for next financial year.

4.4. Wheelie Bins – Cleaning Contract. ACT Wheelie Bins have submitted a fixed price quote for another 3-year contract (2026-2029) to continue 6-monthly cleaning of all wheelie bins and garbage hoppers (#13695 of 19 June - \$3,660 ex GST per clean). Unit prices are unchanged from 2023. The 9.6% increase is due solely to the increased number of bins being cleaned.

The Committee accepted this contract quote from ACT Wheelie Bins for the next 3 years and authorised Bright & Duggan to issue the work order.

4.5. Appointment of an Insurance Broker. The current building insurance policy with CHU (and Vero for equipment breakdown) falls due on 5 October 2025. The renewal process can take up to 2 months.

Given savings of at least \$30,300 achieved last year, the Secretary recommended appointing AJ Gallagher as our insurance broker again for 2025-26. AJ Gallagher has confirmed in writing they are willing to provide the same level of support as last year on a fee-for-service basis, with a zero increase in their brokerage fee (\$10,000 ex GST) and only minor (approx. \$50) processing fees. Unlike tied strata arrangements, they do not earn (or pay commissions) for placing these insurances. Their appointment would lock-in the substantial savings achieved in 2023-24 for another year.

The Committee agreed to appoint AJ Gallagher as The Ivy's insurance broker on these terms and authorised the EC Chair to finalise AJ Gallagher's appointment for 2025-26.

The EC Secretary was also authorised to obtain suitable information on the nature and efficacy of the current Vero equipment breakdown insurance policy (\$5,524 inc. GST) for consideration at our next EC meeting.

4.6. Building Insurance Valuation. The most recent insurance valuation (\$167,450,000 inc. GST) was obtained from QIA on 26 July 2023 and needs to be updated before the above insurances can be renewed. The Committee agreed to authorise AJ Gallagher to obtain an updated building valuation from a suitable professional and independent firm, for consideration at our next EC meeting, and to include this in their letter of appointment.

4.7. Unit 192 - Alteration Application. The Committee received an application on 14 July for the replacement of the existing living room carpet with Notte Oak laminate flooring, the replacement of blinds with curtains in all rooms and some electrical alterations. On 17 July, the applicant provided additional information but advised that they are getting their flooring re-quoted.

The Strata Manager advised he had obtained some additional information earlier today. Subject to advice from the Building Manager on the new flooring specifications, the Committee agreed to consider the revised application out-of-session.

5. MATTERS FOR DISCUSSION

5.1. Garden Contract. The Request for Quotation (RFQ) for a new 3-year gardening Building Services Agreement (and updated Scope of Works) was sent to four companies on 11 June, with a closing date for responses of 11 July. When Territory Horticulture declined to quote, an RFQ was sent to Luxe Horticulture on 20 June. All four RFQ responses have been received:

- [All Seasons Horticulture Services](#) (\$44,850 ex GST – 7.5 hours for 2-3 persons per week)
- [Luxe Horticulture](#) (\$27,118 ex GST – hours/team size not stated).
- [Garden Wise](#) (\$42,803 ex GST – hours/team size not stated)
- [Outscapes Horticultural Solutions](#) (\$56,727 ex GST – hours/team size not stated)

Following discussion, the Committee decided to exclude Outscapes submission from further consideration due to the high cost. The Strata Manager was asked to clarify the number of staff and hours per week involved in the Garden Wise and Luxe submissions (including attendance by a horticultural expert from Luxe) and whether they each commit to delivering fully on the proposed Scope of Work with their quote. The chair of the Garden sub-Committee agreed to examine these

three remaining proposals in detail and to advise on the efficacy and suitability of each, for consideration out-of-session or at the next EC meeting.

5.2. Main Cleaning Contract. On 11 June, the Committee directed Bright & Duggan to issue a Request for Quotation (RFQ) for a new 3-year cleaning Building Services Agreement (and updated Scope of Works) to five companies. Unfortunately, due to an internal administrative error, the RFQ's were not sent out until 15 July with a response date of 12 August. The Committee noted this should allow sufficient time to decide on the successful service provider before the main cleaning contract expires on 27 August. At the time of finalising these minutes four responses have been received.

5.3. Gym Upgrade Proposal. The Committee has received an Ivy Improvement Proposal from Unit 124 (seconded by Unit 120) to add 2 studio quality Pilates Reformers, a StairMaster Step Mill and a weight assisted Chin Dip machine for resident use (**see Addendum 4**). The proposers suggested the cost could be partially offset by trading in any existing machines considered excess to requirements. The estimated net cost of this new equipment is in the vicinity of \$23,150 ex-GST (including possible trade-ins).

The Committee welcomed this Ivy Improvement Proposal but noted this would need to be considered by Owners Corporation members at the AGM in November.

The Committee agreed to circulate a letter to owners inviting them to express a view on this proposal, and any suggested alterations or refinements, ahead of submission to the AGM for consideration.

5.4. Weights Gym Wall Mirror. An EC member has suggested the installation of a mirror wall in the free weights area of the weights gym. This is supported by the gym upgrade proposal in item 5.3. Other Committee members have explored this proposal (4 x 1.2m x 2m high mirrors) and believe this could proceed at a reasonable cost (approx. \$3,200 for supply and install by Discount Glass).

The Committee requested additional quotes and agreed to consider this proposal at its next meeting. The Building Manager has been asked to obtain a quote from SEDA to move the electrical conduit servicing all air-conditioner units to the top of the wall as part of this consideration.

5.5. Additional Pool Umbrella. The AGM last year agreed to install 5 cantilever umbrellas for the outdoor pool (funded up to a value of \$20,000 from cash reserves). In the event, only four umbrellas were purchased and installed, given higher-than-expected installation costs. As considerable savings have been achieved from other projects in the 2024-25 Budget, the Committee discussed whether to purchase an additional umbrella from Outdoor Elegance in time for the next swimming season. This would be for the children's area on the west side of the pool (estimated cost around \$5,500 ex GST, including installation).

Following discussion, the Committee agreed to defer this consideration until next financial year as the extent to which the existing umbrellas are being utilised (and cared for) has yet to be assessed.

5.6. Ivy Woden Website. The new Ivy website (www.theivywoden.com.au) launched on 18 June. Owners are invited to provide feedback, including any suggested changes or additions they would like considered. The Committee would like to thank those owners, including the Treasurer, who contributed to the website's development.

The EC Secretary suggested the Committee consider the addition of three executable documents to improve direct owner/tenant communication with the Strata Manager and to facilitate quicker updates of our strata records by owners, property managers, and real estate agents:

- Alteration Request Form (existing)
- Pet Registration Form (existing, although needs reformatting)
- Owner Information Form (new).

The Strata Manager advised that these documents could be useful for them and their inclusion did not present any difficulties. The Committee agreed to upload these additional documents to the website once they were ready to publish.

5.7. Basement Speed Control Measures. Several owners have expressed concern at the continued level of speeding in the basements and requested the EC consider the introduction of speed humps as a safety measure, especially opposite the North Tower lift entrance in Basement 1 and along the west side corridor that follows the left-hand turn. The Committee considered this matter some two years ago without coming to a resolution.

Further research by the EC Secretary suggests that low profile (20mm) rubber rumble strips may provide an appropriate balance between encouraging greater driver caution, noise moderation, and not unduly disrupting the owners of vehicles in adjacent parking spaces. These strips come in two colours (black with yellow stripe) and can be bolted to the concrete floor. They cost approx. \$120 ex GST per 4.5 metre length.

The Committee agreed the concept may have merit and requested the Building Manager to purchase two lengths of 4.5 metres under his Authorised Expenditure Limit so we can test the type and best location of these proposed rumble strips. Owners whose parking spaces are adjacent to potential locations (to be identified in conjunction with the Building Manager) will be consulted so their views can be provided to the Committee before any decision is taken.

5.8. Sprinkler and Fire Hydrant System. CEFA was on site 24 June to complete the 5-year mandated hydrostatic and boosted flow testing of the combined sprinkler and hydrant fire system. The boosted flow test (the amount of water flowing to the furthest hydrant) passed with flying colours. However, the hydrostatic test failed as multiple sprinkler system shut off valves (these are located on every floor) were allowing water to pass, preventing the required pressure levels from being achieved. CEFA is assessing the most cost-effective option to rectify the issue and will provide a quote for consideration.

The Committee has asked the Building Manager to investigate whether a faulty batch of shut-off valves was originally supplied during construction and whether (and how) these valves would have passed their original inspection and testing.

5.9. 6-year Structural Warranty Report. The Building Manager has advised that Selleck's Structural Warranty Report is currently with their reviewing team and the Committee should receive it by the end of July.

Milin inspected the South Tower curtain wall façade (levels 3-16) with a thermal camera on 10 July. No moisture in any of the window frames was detected. Milin advised they will re-inspect again after a heavy downpour.

5.10. Replacement of Walkway Bluestone Pavers. Committee members noted several of the natural cut bluestone pavers in the front walkway adjacent to townhouse 274 are cracking and rapidly deteriorating. They present a potential safety issue as they are installed using a raised pedestal mounting system. The Building Manager has confirmed the pavers were a custom order, not a stock item, and they are cut to a unique size (900 x 300 x 30mm).

The Committee requested the Building Manager to obtain quotes from the original supplier (or other suppliers that can match closely) for a custom order of suitable 900 mm replacement pavers (approx. 10 new pavers or 2.7 sqm) for consideration at our next meeting. The replacement cost is expected to be no more than \$1,400 ex GST plus delivery.

5.11. Higgins's Painting Program. The second stage of our 2025 painting and render repair program with Higgins Coatings (\$10,000) is due in September/October.

The Committee noted it had obtained advice from the Building Manager earlier that morning, following an on-site meeting with Higgins on 21 July. Committee members agreed to meet with the Building

Manager later in the week to identify and finalise its priorities for the Stage 2 program, for consideration out-of-session so this work can be booked for early September.

5.12. Additional Security Camera. A quotation was received from ARA on 18 July (\$3,436.21 ex GST) to install a CCTV camera on the South Tower 2nd floor due to several security incidents that occurred earlier in the year, and to relocate a CCTV camera with obstructed view (eastern BBQ area).

The Committee noted that it was considering installation of the additional camera due to the security incidents and acts of vandalism that had occurred in the area, and noted that while issues can arise between neighbours, neighbours should seek to amicably resolve these issues between themselves without resorting to damage of Ivy property.

The Committee agreed not to proceed with installation of an additional CCTV camera at this time, due to the cost, and to reconsider this decision if further incidents occur.

The Building Manager was directed to request a more detailed breakdown from ARA of the camera quote, and to request a separate quote to relocate the existing camera in the eastern BBQ area so that it is not obstructed by vegetation.

5.13. Expansion Joint Work/Quotes. This item has been deferred until the Selleck Defect Report is received with the expectation that it includes this issue as a structural warranty issue and that can be passed to Milin to address.

5.14. Acoustic Engineer Assessment of Ivy Flooring System. The Committee has previously accepted a quote from DDEG Acoustics Consulting to conduct baseline testing of the acoustic isolation performance of Ivy flooring systems. They will use this information to assist with the development of a general acoustic underlay specification for new hard floor alteration requests in The Ivy, noting that proposed flooring systems must meet a verifiable acoustic rating of at least five (5) stars in accordance with the “Association of Australian Acoustical Consultants (AAAC) Guideline for Apartment and Townhouse Acoustics Rating” (Ivy OC House Rule 4. Alterations and erections, (c) iv. Flooring).

The Committee agreed to finalise its preferred locations for this testing before its next meeting. The Strata Manager will be asked to contact selected unit owners/residents to seek their agreement for testing of their hard flooring systems so actual acoustic isolation performance can be compared to predicted performance based on the product specifications used and building design features.

5.15. Carpet Cleaning 3-year contract. The Committee agreed to accept the Transform Carpet Quote at the EC meeting on 17 June 2025. The Chair agreed to assist in finalising the proposed BSA to support contract signature.

5.16. Bulky Waste Trial. The Committee agreed to conduct a trial of the ACT Bulky Waste Collection Service for Ivy residents – <http://act.gov.au/bulkywaste>. The Strata Manager will coordinate the process and will invite residents who want to use the service to complete an application form, before submitting the request to the ACT Government on behalf of the Ivy residents.

5.17. Garage Entry Remote Control Audit. Preparation for conduct of the audit of garage entry remote controls is progressing slowly. The Committee expects to document and trial the process over the next couple of months, ahead of progressively inviting groups of residents/owners to attend the garage entry with their remote controls so that they can be checked and registered.

5.18. Pressure cleaning of outdoor pavers. Quotes for the annual pressure clean of the Ivy outdoor pavers at the front and rear of the Ivy have been requested. The clean is expected to be completed in August-September.

5.19. BuildingLink Software Licence Renewal or Replacement. The Committee noted that renewal of the annual contract for BuildingLink facilities management software is due on 7 November 2025. The Committee is interesting in reviewing alternate software solutions. The Strata Manager agreed to

arrange a briefing for EC members on possible replacements in early September (including Arcsite and MyBos software products).

5.20. Individuals Sleeping in the Library Area and Foyer. Several owners raised concerns with the Committee about individuals sleeping in the library area on 5 July 2025 and in the foyer area on 11 July 2025.

The Ivy is a reasonably secure facility, but non-residents can gain access if other residents escort or “buzz” them in. It is also relatively easy to tailgate somebody in through the front door. CCTV review occurs after a reported incident of potential trespass, but there isn’t any simple solution for preventing incidents of this nature occurring occasionally. If another resident has provided access and they can be identified, then they can be warned of the House Rule they are breaching:

Rule 16. Use of Common Property.

b) Owners and occupiers will not permit, by act or omission, access to these areas by members of the public or to leave guests unaccompanied.

All residents have a role in maintaining community security and safety. During business hours the Building Manager can assist by investigating incidents of potential trespass. Out-of-hours owners and residents should consider politely making inquiries with people on common property that they suspect aren’t residents. If residents are concerned for their safety or the safety of others, then the ACT Police are the appropriate authority to contact to seek advice and assistance.

6. MATTERS FOR NOTING.

6.1. AGM Date. The 7th Annual General Meeting (AGM) of the Owners Corporation will be held on **Monday, 3 November 2025.**

Please note the change in venue to the **Abode Woden**, (the previous booking for the Southern Cross Club has been cancelled due to their excessive costs for room and AV equipment hire). Owners are advised to place this date/location in their calendars.

6.2. Quarterly Levy Contributions. Owners’ levy contributions were due on 1 June 2025. Overdue accounts attract interest charges at 10% pa (charged monthly), including for partial amounts unpaid.

Owners experiencing financial difficulty are invited to contact our Strata Manager, Tristan (02 6156 3305) to discuss their payment plan options. No interest is charged under an agreed repayment plan.

6.3. Origin Energy – Centralised Energy Systems. Following 6-months of intensive work and due diligence assessments, the Committee agreed at a special meeting on 27 June 2025 to accept Origin Energy’s proposal to upgrade the gas hot water plant on the 16th floor roof as part of a renewed embedded energy contract with Origin and at no charge to the Owners Corporation. The Agreement also provides at least \$28,000 (ex GST) in savings each year to the OC’s electricity account, reducing any increase in owner’s levies by around \$110 a year for the average unit. A more detailed newsletter was circulated to owners on 1 July 2025.

6.4. Plumbing and Drainage Building Services Agreement (BSA). Given the Committee and Building Manager’s satisfaction with Water Tight Canberra’s performance to date, a new 5-year planned preventative maintenance Building Services Agreement was signed on 1 July 2025. The Agreement sets out a detailed maintenance schedule for the Ivy and runs until 30 June 2030 (with provision to rollover if required). It provides an initial 20% saving (\$1,012 incl. GST) on last year that continues on, as future price increases are locked at 3.75%.

6.5. Pool Maintenance BSA. Although happy with the standard of service from Total Pools, the Committee had previously decided to proceed with a one-year only contract at this time, given their higher-than-expected annual price increase in the multi-year quote received. Total Pools was invited

to review and complete a one-year agreement (with an updated Scope of Works), to apply from 29 April 2025. Their new BSA was executed on 17 July 2025.

6.6. Ivy Woden Street Signage. Integrity Signs completed the installation of the new Ivy Street signage on 9 July. This gives The Ivy a much more visible presence at night and will assist owners, visitors and delivery personnel to locate the entrance way. Maritex has also been contracted to install an additional pole light in the front driveway to improve access visibility.

6.7. Basement Traffic Mirror. Following concerns raised about reduced visibility negotiating the basement car park entry/exit due to a large vehicle parking in the adjacent parking location, the Building Manager arranged for an additional traffic mirror to be installed on a pillar opposite the garage door to improve visibility of vehicles negotiating the corner.

6.8. Balustrade Spacer Replacements. ABS Facades was on site 7 July 2025 to complete the spacer replacement process on the remaining units. This has been a very satisfactory outcome as the complex-wide replacement has been achieved at no cost to the Owners Corporation.

6.9. Ivy Garage Trespass and Thefts. Owners are reminded to be extra vigilant if they see individuals acting suspiciously in and around the complex, following the reported theft of 2 mountain bikes on 13 June. Please report any incidents immediately to the Police, then notify either the Building Manager or Strata Manager so the incidents can be properly investigated. Reports on the Ivy Facebook page are not monitored.

6.10. Pet Registration. On 18 June, Bright & Duggan received a pet registration application from Unit 95 for their golden labrador retriever and have updated their records. Welcome to the Ivy pet community "Harley".

6.11. Gardens and Landscaping. The Ivy Gardeners would welcome new members (contact Guy). All Seasons replanted the front hedge between Oaks 3 and the Ivy driveway on 17 July. The irrigation audit been completed and a number of improvement options identified including separating the northern native garden bed by isolating the current line and installing another system using the existing tap in the location. Mulch levels are being gradually topped up at the Ivy entrance.

6.12. Outdoor Pool Pump. Total Pools replaced the failed outdoor pool pump with a new Flo Pro 1hp pump on 9 July.

6.13. Water Meters. Water Tight has been contracted to check for water hammer in Townhouses 278 and 279.

6.14. EC Induction Process. The Committee noted an initial draft of a possible Guideline on the EC Induction Process has been prepared and asked that the Strata Manager arrange for a discussion on best practice governance arrangements so that this can be finalised before the next AGM.

7. GENERAL BUSINESS

7.1. There was no general business.

7.2. EC Membership Application. John Risk (Unit 64) applied to join the Committee to fill the current vacancy. He has been provided with relevant information about the role and responsibilities of the EC and attended this meeting as an observer.

At the end of the meeting John advised the Committee that he believed he could make a significant contribution and wished to proceed with his application. John confirmed he has reviewed the EC Induction Pack and affirmed his commitment to represent the best interests of the Ivy Owners Corporation consistent with our UT(M)A legal obligations and the governance principles in our House Rules (Clause 12).

The Committee considered his application and unanimously agreed to invite John to join the Committee. The Chair, Secretary, and Building Manager will complete the induction process, and his signed Code of Conduct will be retained in Executive Committee records.

8. MEETING CLOSURE

- 8.1.** The meeting concluded at 11.36 am.
- 8.2.** The next EC meeting is scheduled for 9.00 am on Tuesday, 12 August 2025.

ADDENDUM 1

BUILDING MAINTENANCE AND PROJECT ACTIVITY

1. Maintenance Activity or Building Works Completed This Month

- . Irrigation system audit - Gardening Sub-committee/All seasons
- . Front hedge between oaks3 and Ivy driveway - All Seasons
- . Lift 2 door sensors replaced - OTIS
- . Lift 2 floor audio speaker installed - OTIS
- . Pressure relief isolation valve installation - CEFA/Skyline Fire
- . 5 yearly hydrant boosted flow test - CEFA/Skyline Fire
- . 5 yearly landing valve replacement - CEFA/Skyline Fire
- . Sprinkler control box leak - CEFA
- . Access control maintenance - FERMAX
- . Height safety system certification - Rope Access
- . Upper and lower roof clean & inspection - AM & DM
- . Annual electrical maintenance - Maritex
- . Annual BBQ maintenance - Maritex
- . 1x downlight in front of weights gym entry - Maritex
- . 1x 4ft led batten inside garage 78 - Maritex
- . 1x ground light in walkway adj townhouses - Maritex
- . Installation of junction box and plug base for Ivy sign - Maritex
- . THE Ivy 15 Irving Street sign installation - Integrity signs
- . Monthly HVAC June maintenance - SEDA
- . CO sensor calibration - SEDA/Synchronous
- . Renewal of hydraulics maintenance agreement - EC/Watertight

2. Forecast Maintenance Activity or Building Works

- . 5 yearly hydrostatic test - CEFA/Skyline Fire
- . Spa draining - Total Pools
- . Spa jet eyeball sealing - Total Pools
- . Floor suction grate replacement - Total Pools
- . Spa handrail repairs - PointFS
- . Garbage room and carpark roller door July 2025 service - ACT Doorland
- . Lifts 1, 3 & 4 - floor announcement audio speaker installation - OTIS
- . Lift 4 - buttons require replacing, level 10 and level 6 - OTIS
- . Monitor handle sets on entry/exit ground floor doors - BM
- . Sliding door maintenance - MSR
- . Monitor rodent activity around townhouses - BM/Royal pest Control
- . Split system relocation - TBC
- . Re-routing of conduit work in weights gym - TBC
- . Dispose of cardboard and styrofoam on top of cages - BM
- . External paver & front entry planter box pressure clean - TBC
- . 3x hot water units requiring replacement/repairs - Watertight
- . Grundfos hot water circulation pump controller quotation - Watertight
- . Weights gym downlight issues - Maritex
- . Rodent bait stations - August 2025 service - Royal Pest Control
- . Sauna timber sanding/oiling - August 2025 service - PointFS
- . Bin lifter & compactor - August 2025 service - WasTech
- . Goods/bin hoist service - August 2025 service - Southwell
- . Garbage chute clean - August 2025 service - Douglas Wright Group

ADDENDUM 2

2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 19/07/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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ADMIN FUND

TD01	23/04/2025	4.30%	3 months	\$163,627.57	23/07/2025
TD03	24/05/2025	4.20%	3 months	\$161,854.25	25/08/2025
TD05	07/07/2025	4.20%	3 months	\$122,737.63	07/07/2025

\$448,219.45

	Investment date	Interest rate	Period	Deposit amount	Maturity date
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SINKING FUND

TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	24/05/2025	4.20%	3 months	\$121,219.64	25/08/2025
TD06	14/07/2025	4.47%	3 months	\$219,510.22	14/10/2025

\$790,729.86

2.2 IMPROVEMENT FUND

2% Ivy Improvement fund				\$26,249.00
Date	Expenditure	Committed	Paid	
20/11/24	Installation of additional bike rack - B1 north		\$301.43	
12/9/2024	Christmas decorations		\$680.70	
20/1/2025	Look Signage - B1 north		\$148.80	
3/2/2025	Pool corridor mats		\$287.50	
17/3/2025	Foyer - unit signage		\$600.00	
4/4/2025	Pet signage		\$130.00	
3/7/2025	Improved street signage - The Ivy		\$4,280.00	
26/6/2025	Indoor pool clock		\$129.47	
20/6/2025	Additional mirror - garage entrance	\$600.00		
27/6/2025	Additional pole light - driveway entrance	\$3,600.00		
	Total	\$4,200.00	\$6,557.90	\$10,757.90
	Total remaining			\$15,491.10

ADDENDUM 3

COMMUNITY ROOM – ACOUSTIC WALL PANEL OPTIONS

Autex Acoustics – Quietspace with fronting panel 1220 x2400 x 50 - \$593 per panel (minimum 3 panels) NCR 1.0

Quietspace® with Vertiface® fronting offers the best of both worlds. A discrete, high-performance broadband acoustic treatment engineered to absorb a minimum of 85% of sound energy fronted with a versatile fabric wallcovering made from 100% polyester fibre. Quietspace® overlaid with Vertiface® offers more colourful applications while adding cleanability and durability compared with Standard Quietspace® Panels. Available in a diverse colour palette to suit any space

<https://acousticsolutions.store/en-aus/products/autex-acoustics-quietspace?variant=42561136984220>

Martini Absorb HD 75 panels (6m x 1200mm x 75mm) White - \$349 per panel. NCR 1.0

Thermally bonded polyester fibre insulation specifically designed to provide high performance sound absorption across a range of frequencies. • Semi-exposed behind perforated panelling and ceilings, Industrial enclosures, HVAC ducts, silences and plant rooms

Available in standard white colour. Black or grey available upon request.

https://www.actfoam.com.au/products/copy-of-martini-absorb-hd-8m-x-1200mm-x-50mm-white?srsId=AfmBOor7f0225BzZAiIVABMB9IFQnhPGHAZ7_gIXO7OOg57igc3cmwc9

Megasorber FM panels 25 mm thick (NRC 0.85) and 50 mm thick (NRC 1.0) panels. Although the acoustic engineer listed Megasorber FM panels as a suitable acoustic product, the Megasorber technical consultant advised the following products:

- **The Megasorber P** - Fire-Resistant Sound Absorbing Panel, featuring a patented non-combustible sound-absorbing facing, excels in superior sound absorption, thermal insulation, and durability. The Megasorber P panel stands out for its superior acoustic performance, utilizing the patented noncombustible sound-absorbing material Soundmesh® G8. P is perfect for Sport stadiums, multipurpose halls, call centres, school halls, commercial and office buildings. Restaurants, bars and clubs. Music rooms, recording studios, home theatres. Indoor swimming pools and aquatic centres.
 - P 25 mm – NRC .82 (34 m² total surface coverage)
 - P50 mm – NRC 1.01 (29 m² total surface coverage)
- **Megasorber FG** - Acoustic foam panel is a tough and durable, sound absorbing foam designed for demanding engineering applications. It utilises a patented non-combustible sound absorbing facing material Soundmesh® G8 and has superior sound absorption capacity. FG is perfect for soundproofing generator enclosures, hydraulic power units & plant rooms.
 - FG 25 mm – NRC .85 (34 m² total surface coverage)
 - FG 50mm – NRC 1.01 (29 m² total surface coverage)

Soundmesh® G8 facing is a smart material that breaks the soundwave down into smaller components and then traps and dissipates the soundwave within the foam behind it. The acoustic impedance of G8 is tuned to maximise sound absorption.

- **Quotes:**

P & FG - Direct-fixed panels 1200 x 2400 x 50 - \$250 per panel

P & FG - Direct fixed panels 1200 x 2400 x 25 - \$173 per panel

Estimated Costs (ex GST)

Megasorber Panels	Number	Cost per item	Total
"P" Panel 50 mm - "Manna Gum"	5	\$250.00	\$1,250.00
"P" Panel 25 mm - "Manna Gum"	10	\$173.00	\$1,730.00
Adhesive	24	\$30.00	\$720.00
Delivery	1	\$368.00	\$368.00
		Total	\$4,068.00

- **Optional extras**

Edging to suit 25 mm thick panel – 3 m length - \$26 each

T joiner – CA - T joiner anodised 3 m length - \$23

High Tack, High Performance Adhesive, 600ml sausage - \$30 each (approx 1.5 per panel)

Self-adhesive backing

ADDENDUM 4



UNIT PLAN 4787
The IVY
Improvement Proposal

PROPOSAL TITLE: GYM EQUIPMENT REFRESH

SUMMARY OF PROPOSAL:	<i>Request to add 2 studio quality Pilates reformers, stair climber and assisted chin dip to the gym for resident use, as well as additional mirrors in gyms to check form.</i>
ESTIMATED COST:	<i>\$4000-\$4500 PER REFORMER MACHINE PLUS ACCESSORIES \$245 PER MACHINE \$4600-7700 PER STAIR CLIMBER MACHINE \$5000 PER ASSISTED CHIN DIP MACHINE \$UNKNOWN FOR ADDITIONAL MIRRORS</i>
PROPOSED BY:	<i>Rebecca Laufer – Unit 124</i>
SECONDED BY:	<i>Samantha Edwards – Unit 120</i>
DATE SUBMITTED TO EC:	<i>11/07/2025</i>
SUPPORTING DOCUMENTS:	<i>Quote One – QU-1354 from GymQuip attached Quote Two – Core Collab – pending from supplier Mirror Quote – Matt exploring options currently</i>

DESCRIPTION

SUMMARY	<p><i>Our current gym is well-used and well-loved by many residents but it’s time for a small upgrade to better meet the growing and changing needs of our Ivy community. As more residents focus on healthy ageing, injury prevention and strength based movement, we propose adding four key pieces of equipment to our weight and cardio gyms;</i></p> <ul style="list-style-type: none"> <i>• Pilates Reformers</i> <i>• Series 2 Weight-Assisted Chin Dip Machine</i> <i>• Vertical StairMaster Gauntlet Step Mill</i> <i>• Mirror Walls for Free Weights and Pilates Areas</i> <p><i>These additions will improve functionality, safety and accessibility for residents of all fitness levels.</i></p> <p>Quote Summary:</p> <p>GymQuip:</p> <ul style="list-style-type: none"> <i>• 2 x C8 Pro Reformer including jumpboard \$8,605.45</i> <i>• Matrix c50 Climbmill with XIR Console \$7,635.45 (option 1)</i> <i>• Matrix c50 Climbmill with XR Console \$4,580.91 (option 2)</i> <i>• Body Solid Series 2 S2ACD Assisted Chin Dip \$4,995.45</i> <p>Core Collab:</p> <p><i>2 x Queen Studio Reformer including jumpboard, sitting box and standing platforms \$8,000</i></p>
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	<p>Additional accessories: <i>Celsius PR1 Pilates Reformer Sitting Box \$170 (Rebel Sport)</i> <i>Bahe Pilates Ring \$40 (Rebel Sport)</i> <i>Bahe Flowballs Set \$35 (Rebel Sport)</i></p>
<p>PROPOSAL 1:</p>	<p><i>Reformer Pilates offers a wide variety of both physical and mental health benefits through low impact exercise making it suitable for all ages and fitness levels. It's a great option to improve strength, flexibility, posture, balance and overall well-being.</i></p> <p><i>Reformer studios charge a premium for this exercise, with average memberships to use a reformer 2-3 times a week sitting around \$70/week for an individual. This is not feasible long term for many of our residents who enjoy this type of exercise.</i></p> <p><i>I propose that we add Pilates reformers to our existing gym equipment. Consultation with other residents in person and through the IVY Facebook page has suggested a decent amount of interest in these machines. I suggest two machines would be adequate for our building needs at this point. Most workouts will go for 40-50 minutes so having multiple machines will make it more accessible to residents in peak times.</i></p> <p><i>Reformer Pilates are an inclusive exercise option that I believe our gyms are lacking. While the upfront investment of around \$9,000 for two machines may initially seem high, they will add immense value both tangibly (popular exercise many residents currently pay a premium for, convenience of having access at home, financial benefits for residents) and intangibly (cements Ivy as a building that supports residents, makes the building more desirable by having in demand equipment available outside of high end Pilates studios, and they're also quite aesthetically appealing for people viewing the building due to their popularity).</i></p> <p><i>This is also an exercise that promotes improved flexibility and range of motion through gentle, controlled movement – which is critical for wellbeing as we get older and for enhancing quality of life at all ages. Instructional videos freely available on the internet mean that workouts can be found for all levels of fitness and all ages.</i></p> <p><i>Physical benefits of reformer Pilates include: increased strength and toning, improved flexibility and range of motion, enhanced balance and stability, better posture, injury prevention and rehabilitation, weight loss, improved cardiovascular health. Mental benefits of reformer Pilates include: stress reduction, improved focus and concentration, enhanced mood.</i></p> <p><i>I have reached out to our current gym supplier GymQuip for a formal quote (attached), as well as to a company called Core Collab who are the pioneering Australian manufacturer who supply high end machines to Pilates studios nationally. They come highly regarded with a proven record for durability and quality. Their price includes additional key accessories such as the sitting box and jump board (approx. \$200 each), and standing platform (approx. \$300 each – nice to have but not a necessity) included. Their quote is still pending but I have taken prices from their website to use as estimates in the meantime.</i></p>

<p>PROPOSAL 2:</p>	<p><i>Ivy residents range in their age and fitness needs. From older adults wanting joint-friendly cardio to younger residents building strength, our gym should support all goals. Currently some residents avoid equipment due to its difficulty or lack of visibility for safe form. These upgrades should directly address these issues:</i></p> <ul style="list-style-type: none"> • <i>Chin Dip Machine supports users in learning bodyweight movements safely, improving upper body strength and core control. It is especially useful for beginners or those recovering from injury.</i> • <i>The StairMaster is a low-impact, high return cardio machine that helps build strong legs and boost heart health – key in maintaining mobility and energy as we age.</i> • <i>Mirror walls help users correct posture, monitor their form and exercise with confidence and safety. This is particularly important for preventing injury during free weight use.</i> <p><i>The current equipment in the gym is terrific however we have multiples of a few cardio machines that do not get used. We propose trading in some of the excess machines with our current provider GymQuip for credit and reinvesting towards the new machines as requested by residents. Details on trade in prices for excess bikes and rowing machines in attached GymQuip quote.</i></p>
<p>RATIONALE</p>	<p><i>Updated newer equipment again adds value for both our residents who can target their workouts and also for the status of the Ivy building as a prestigious place to live with modern equipment that fulfils resident requirements. The longer we hold onto the current equipment that we do not use, the more it loses value as it ages, even without constant use. It makes sense to trade it in sooner rather than later to maximise return.</i></p>
<p>BENEFITS:</p>	<p><i>Adding these pieces will provide long-term health and social value including:</i></p> <ul style="list-style-type: none"> • <i>Wider accessibility: More residents will feel confident using the gym, increasing participation and making strata fees better value for everyone.</i> • <i>Improved wellbeing: These additions support key elements of healthy ageing – strength, heart health, joint safety and balance.</i> • <i>Social connection: These machines encourage shared use and more interaction among residents.</i> • <i>Future-Proofing: as the Ivy continues to evolve, so should our shared spaces. The update keeps the gym aligned with modern health needs and expectations.</i> <p><i>Backed by current health guidelines and research, these machines are widely recognized for supporting muscular endurance, joint function and heart health in people over 40, they're used in rehabilitation and wellness centres for a reason: they work safely and effectively. We also will benefit from getting credits trading in our excess cardio equipment to use towards this upgrade.</i></p> <p><i>Outside of the physical and mental advantages of increased exercise, the other huge benefit for the residents will be the financial savings long term. An upfront investment from the EC for reformer machines will save one resident \$3,640 a year in weekly payments of \$70 to a Pilates studio. The machines do not require electricity, operate from springs and tension and with proper care, will last many, many years.</i></p>

CONSULTATION:	<i>Matt Lam, Ivy Residents through Ivy Facebook page and in person consultation.</i>
PRIORITY:	<i>While there is no real urgency to this, I suspect the residents would like to see something like this implemented sooner rather than later.</i>
TIMEFRAME:	<i>Ideally by the end of the year, if not sooner.</i>

IVY EC CONSIDERATION

EC MEETING DATE:	
SUMMARY OF DISCUSSION	
BUDGET:	
ACTION:	

Proposal submitted to THE IVY Executive Committee by email: ivyec@ivy2606.com