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## 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:** 78/15 Irving Street, Phillip

**Date:** Tuesday, 17 June 2025

**Time:** 9.30 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

**Attendance:** Don McLean (Chair), Julianne O'Brien (Treasurer), Carol van Gelder, Donna Macpherson, Guy Hutchison, Tristan Veurink (Ivy Strata Manager)

**Apologies:** Kevin O'Brien (Secretary).

**1.2. Resignation:** Martin Caddick has advised that due to personal commitments, he wished to formally resign from the EC effective from 13 May 2025. Although stepping down from his role, Martin is happy to continue contributing to the Committee where his skills and experience might be useful. The Committee would like to thank Martin for his time on the EC and for his continued support which is much appreciated.

**1.3. Conflicts of Interest.** Nil

**1.4. Previous Meeting Minutes.** The Minutes of the EC's meeting on Tuesday, 6 May are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition Report** (13 June 2025) – Rating 65/75 (86.67%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

**2.1.1** The Report highlights several current concerns:

- Milin are aware several levels in south tower are still presenting water ingress following the most recent heavy rain on 23 May 2025. Milin and Taylers Windows (TWS) attended site in the afternoon on 23/5 to inspect areas. TWS attended site again to carry out further external sealing works on 12/6
- The expansion joint that runs along the front of the Ivy walkway has deteriorated significantly from last summer's heat, ultimately popping the cobble stone pavers upwards causing a trip hazard. Two quotes have been provided for repairs, and a third is being sourced, however this has been included in the 6-year structural warranty report being undertaken by Sellick consultants.

## 2.2. Project Activity and Forecast

- Major works or activity completed – see Addendum 1.
- Major works or activity forecast – see Addendum 1.

## 3. TREASURER'S REPORT AND LEVY SITUATION

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### 3.1. Overall Financial Position @ 13 June 2025

- **Total Owners Funds:** \$1,491,277.75
  - Administration Fund - \$712,230.95
  - Sinking Fund - \$779,046.80
- **Owners Net Assets:** \$1,491,277.75
  - Assets = \$1,533,165.59
  - Liabilities = \$41,887.84
- **Cash Accounts:**
  - Admin fund = \$235,388.27
  - Sinking Fund = \$29,274.66

### 3.2. Investment Accounts: (see Addendum 3)

- Admin Fund Investments = \$446,857.71
- Sinking Fund Investments = \$714,635.86

**3.3. Investment activity.** The following investment activity has been undertaken since the Committee's last meeting on 6 May 2025 (see Addendum 2.1):

- **TD03 Admin Fund:** matured on 25/05/25. \$163,690.30 (\$161, 854.25 principal plus \$1836.05 interest) was invested for 3 months at 4.20%.
- **TD04 Sinking Fund:** matured on 25/05/25. \$121 219.64 (principal \$89,271.64 plus \$30,946.45 sinking fund cash account balance plus \$1,001.55 interest) was invested for three months at 4.20%.

**3.4. Financial decisions.** The Treasurer recommends that the Committee directs Bright & Duggan to undertake the following investment activity.

- **Administrative Fund:** TD05 matures on 07/07/25. On maturity, reinvest current principal (\$121,375.89) plus interest for 3 months at best interest rate.
- **Sinking Fund:** TD06 matures on 14/07/25. On maturity, reinvest current principal (\$175,364.22) plus Sinking Fund cash account balance as of 14/07/25 (currently \$29,274.66) plus interest for three months at best interest rate.

**3.5. Admin Budget – Areas of concern.** After nine months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories:

Description	Spent to date	2024-25 Budget	
R&M - Building	\$14,715.39	\$3,000	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)	\$14,945.40		Over \$10,000 has been spent to date investigating individual unit water hum / hammer issues
Security - service contracts	\$4,927.00	\$3,583	Fermax service under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum.
R&M Pools and Spa	\$21,177.11	\$12,615	The R&M budget has blown out due to additional unexpected costs to replace two pool pumps, a pool heater gas valve, sauna heater elements, and indoor pool air handling system boiler flue repairs

**3.6. Improvement fund (see Addendum 2.2)**

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$2,148.43
  - Remaining allocation: \$24,100.57

**3.7. Levy Arrears (as of 13/06/2025) = \$71,075.83**

**3.7.1** 58 units are in arrears. Owners are reminded that interest is charged on arrears after 28 days.

**3.7.2** Unit 175 - Total arrears = \$7,568.64. Although the owner has not signed a payment plan, they are 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.

**3.7.3** Unit 205 - Total arrears = 3,851.53. The owner is currently 90 plus days in arrears. As they have not responded to the reminders or arrears notices issued by the Strata Manager, the Committee directs Bright & Duggan to commence legal action to recoup the arrears.

**4 MATTERS FOR DECISION**

**4.1 Unit 50 Alterations Request.** Unit 50 sought approval to install two ceiling fans in their unit. The Building Manager reviewed the application and provided advice to ensure there are acceptable minimum clearances from ceiling sprinkler heads. Their electrician has accepted this advice.

The Committee agreed to approve the alteration application to install two ceiling fans in Unit 50, with the condition that the installation must meet the minimum horizontal clearance requirement of 300mm from all sprinkler heads.

**4.2 Hydraulics (Plumbing and Drainage) Preventative Maintenance Contract - Water Tight.** The Committee agreed in-principle at its 6 May meeting to accept the Watertight quote (#36283) of 30 April 2025 for a new 3-year contract. Committee members met with the Facilities and Building Managers on 9 May to review the associated draft Building Services Agreement (BSA). During a subsequent meeting with Water Tight and the Building Manager, it was agreed that the EC was happy with the service being provided by Water Tight and would consider a 5-year contract. The updated draft BSA was sent to Water Tight on 2 June for their consideration, and a response is expected shortly. On receipt of the finalised Water Tight BSA, the Committee directs the EC Chair to sign the BSA for a five-year hydraulics maintenance contract.

**4.3 Pool & Spa Maintenance – Total Pools.** The Committee noted at its last meeting it was happy with the standard of servicing provided by Total Pools and agreed to develop a one-year BSA for pool and spa maintenance.

The meeting with the Facilities and Building Managers on 9 May help to clarify indoor/outdoor pool servicing requirements, with several improvements suggested to the current Total Pools contract:

- 5 The outdoor pool to be serviced twice a week in the main swimming season (December -March) and once a week in the remainder of the year.
- 6 The indoor pool/spa to be serviced twice a week and vacuumed once a week all year round.
- 7 The scum lines on both the indoor pool/spa and outdoor pool to be cleaned twice a year.

The Building Manager also agreed to undertake more regular cleaning of the outdoor pool steps and ledge as these are difficult to cover with the Dolphin robotic cleaner.

The Committee directs the EC Chair to sign the Total Pools BSA for a one-year pool / spa service contract.

**4.4 Carpet Cleaning Contract.** At the Committee's request, Transform has submitted a quote for a new 3-year cleaning contract for a complex-wide carpet clean every six months. Although the per job quote of \$5,820 (GST incl) is significantly higher (16%) than Transform's Feb 2025 whole of complex quote (\$4,990.00) as fewer items were discounted, the pricing is fixed for the next three years at \$11,640 (\$5,820 x 6 monthly).

The Committee agreed to accept the Transform Carpet three-year quote and directed the EC chair to sign the Transform Carpet BSA.

**4.5 Garden - Replanting of Front Driveway Hedge.** The Building Manager obtained three quotes to remove the remaining two port wine magnolias towards the front of the driveway entry hedge between Ivy and Oaks Canopy and replant the fence with viburnum tinus.

- All Seasons - \$3,000 ex GST. 12 x Viburnum Tinus (250 mm pot size), including the supply of fresh sandy loam and organic compost to incorporate back in to planting holes. Incorporate mycorrhiza fungi inoculants to assist in plant establishment, root development and disease resistance.
- Garden Wise - \$2,032.87 ex GST. 14 x Viburnum Tinus 300 mm pots.
- Outscapes - \$4,549.50 ex GST. 12 x Viburnum Tinus (300 mm pots 1-1.2m planted height).

The Committee agreed to accept the \$3,000 quote from All Seasons as it included soil removal and replacement with sandy loam & organic compost. The BM is directed to ask All Seasons to use Viburnum Tinus 300 mm pots instead of the quoted 250 mm. On confirmation from BM, the Strata Manager is directed to issue the work order to All Seasons.

**4.6 Garden – Replanting in Front Common Area Planter Boxes.** All Seasons have submitted QU0952 - \$1,426.50 ex GST for additional planting around front entry planter boxes on the left-hand side as you walk towards the mailboxes, and additional agapanthus around the carpark HVAC vent between the

townhouses/footpath and the driveway entry. *BM Note: Agapanthus should be held off from being planted until Maritex have installed the pole light which is subject to approval.*

The Committee agreed to accept the All Seasons quote \$1,426.50 and directs the Strata Manager to issue the work order.

**4.7 Power Run for New Ivy Street Signage.** Maritex quote to provide power for the new The Ivy backlit street signage being manufactured by Integrity Signs as per the approval at the last EC meeting (Quote #83590 – Maritex – \$858).

**BM Comment:** *Quote is to run power from the existing pole light across and up the wall adjacent TH274 wall. An oversize 300x250 junction box will be installed on the wall with a plug base wire in to power the Ivy sign being manufactured by Integrity signs. Note: Quote is within AEL and is only attached for reference. The junction box quoted was a bit small to house the lighting transformer, Maritex have emailed saying no change in price to go one size up. Integrity signs have a 4-week lead time as of this week, I will arrange for both Integrity signs and Maritex to attend on the same day so both jobs can be done in conjunction with one another.*

The Committee notes the Maritex quote is within the BM's Agreed Expenditure Limit (AEL) and supports the BM's plan to manage the installation.

**4.8 Quote for installation of driveway entry light,** like the one installed in March 2024 over the basement ramp. The BM advises that the quote from Maritex is pending. The Treasurer notes that the Maritex quote to install the basement ramp light was \$3,256. incl GST.

The Committee agreed in-principle for the installation of the driveway entry light up to a maximum quote of \$4,000; and on receipt of the Maritex quote, directs the Strata Manager to issue the work order to Maritex.

**4.9 Spa Repair. Total Pools – Quote \$1,321.30 ex GST to:**

- Spa - drain and empty spa, replace 17x eyeballs with new, sealed in so they won't pop out again, followed by replacement of the 4 x floor suction grates as requested by Guy. Point FS will remove the spa handrail to take away and repair as the welds at the base submerged in the water have cracked.
- Indoor pool, replace 9x eyeballs with new, sealed in with an epoxy which can be done submerged in water, followed by replacement of the 4 x floor suction.

The Committee agreed to accept the \$1,321.30 quote from Total Pools to drain and empty the spa and undertake the work required to fix the defects and directs the Strata Manager to issue a work order to Total Pools. The Point FS welding repair work will be undertaken within their authorised expenditure limit.

**4.10 Proposed The Ivy Public Website.** The proposed Ivy public website has been progressively developed; initially by Martin Caddick on the Blogspot hosting environment and more recently by Julianne O'Brien on the Webador hosting environment. The Domain name to publish under [www.ivy2606.com](http://www.ivy2606.com) is already registered and in use by the Committee. [www.ivywoden.com.au](http://www.ivywoden.com.au) is registered on behalf of The Ivy developers to market and promote sales in The Ivy, and not available for the OC use. The Committee considered alternate domain names available including: [theivywoden.com.au](http://theivywoden.com.au); [theivyapartments.com.au](http://theivyapartments.com.au); [theivyphillip.com.au](http://theivyphillip.com.au)

The Committee agreed to publish the 'Welcome to the Ivy' website under the domain [www.theivywoden.com.au](http://www.theivywoden.com.au). The web link will be sent to all Ivy residents and associated agents. Feedback on potential improvements or further information that could be included can be emailed to the EC – [ivyec@ivy2606.com](mailto:ivyec@ivy2606.com).

**4.11 Reimbursement of personal expenditure on behalf of the OC.** The Committee agreed to implement the following process for the authorisation of a request for reimbursement of funds expended by a Committee member or owners on behalf of the OC:

- The Treasurer has the authority to authorise reimbursement of funds expended by another Committee member or owner on behalf of the OC.
- If the Treasurer expends funds on behalf of the OC, an executive member, either the Chairman or Secretary, has the authority to authorise reimbursement.

## 5 MATTERS FOR DISCUSSION

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**5.1 Origin Centralised Energy Services – Hot Water Plant Upgrade Proposal.** The key details of the proposal are outlined at Addendum 4.

- In addition to the Origin Energy Centralised Energy proposal document dated 6 Dec 2024, Origin Energy have now provided copies of the proposed formal contract documents associated with this proposal.
- **Proposed New Hot Water Plant.** Several EC members met with the director of Water Tight on 23 May 25 to discuss and better understand the technical details and serviceability of the proposed new Rinnai gas hot water system. Water Tight believe the proposed Rinnai water heaters will be much more reliable and less likely to trip circuit breakers taking the entire plant offline. They recommend proceeding with the upgrade.
- A meeting with the Origin representative has been scheduled for 23 June to discuss the draft contract and the proposed ‘sign-on’ incentives offered by Origin that benefits the Owners Corporation and individual owners.

**5.2 6-year Structural Defect Report.** The 6-year structure warranty assessment and report preparation is underway by Selleck Consulting and ABS Facades. The Building Manager is overseeing the work and keeping the EC informed. The final report is expected in August.

**5.3 Ivy Improvement Proposal – New Ivy Street Signage.** The work order has been issued to Integrity Signs for the installation of a back-lit sign on the walkway wall. It is expected the sign will be installed by the end of July.

### 5.4 Wellness Room Upgrade.

**5.4.1 Yoga Room – Acoustic Testing.** Testing complete. Awaiting DDEG report and recommendations.

**5.4.2 Wellness Room Upgrade Subcommittee.** A small subcommittee has been organised to implement the recommendations of the acoustic test results to reduce the echo in the yoga room. Owners interested in joining the subcommittee are invited to contact the EC with an expression of interest

**5.5 Indoor Pool and Spa Temperatures.** The increase of the indoor pool temperature to 33 degrees set at the heater has resulted in a consistent water temperature of 32 degrees. Likewise increasing the spa temperature to 39 degrees at the heater has resulted in a water temperature of 38 degrees.

**5.6 Bulky Waste Trial.** The Strata Manager is working with the EC and Building Manager to develop a process for an orderly bulky waste collection trial.

**5.7 Rear Corner “Dog Park”.** It was agreed at the AGM that the EC would investigate the viability of an enclosed dog park in the north-east gardens. The EC has determined that a dog park in the north-east corner is not viable given the small area available. It would also require extensive clearing of the well-established plantings. The EC was also concerned about the proximity of the proposed location, and the potential noise issues (dogs barking) to North Tower residents.

**5.8 Vehicle to Grid (V2G).** Peter Fenton has written to the Committee proposing exploration of strategies for implementing Vehicle to Grid (V2G) technology in The Ivy for current and future EV owners. The Chair has agreed to meet with Peter to discuss but has cautioned that there are significant infrastructure challenges to overcome to allow for EV charging within Ivy, as part of or before adoption of a V2G solution.

**5.9 Bright & Duggan – Mid-Term Contract Review.** The EC met with Bright & Duggan on at 9:00 am on Tuesday, 17 June 2025, ahead of the EC meeting, to conduct a mid-term review of the Strata Management contract. The Committee is very satisfied with the level of service and responsiveness provided by Tristan and his team. The Committee assessed that there was no reason to seek a termination of the Strata Management contract and agreed to allow the contract to roll-over for another year at the expiration of the first year of the contract on 1 December 2025.

## 6 MATTERS FOR NOTING.

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**6.1 Main Cleaning Contract.** On 12 June, the Strata Manager was directed to issue a Request for Quotation (RFQ) to four cleaning companies for the three-year cleaning contract commencing 1 October 2025. The response date is by Friday 11 July 2025.

**6.2 Garden Maintenance Contract.** On 11 June, the Strata Manager was directed to issue a RFQ to four gardening companies for the three-year gardening contract commencing 1 October 2025. The requested response date is by Friday 11 July 2025.

**6.3 Footpath Expansion Joint Damage.** QU0130 – Flamboyant constructions – \$5,500 ex GST has been received to remediate the expansion joint in the footpath out the front within the driveway. The Building Manager has sent another RFQ to PWC Property Works.

**6.4 AGM Date.** The 7<sup>th</sup> Annual General Meeting (AGM) of the Owners Corporation will be held on **Monday, 3 November 2025**. Please note the change in venue to the **Southern Cross Club Woden**. Owners are advised to place this date in their calendars.

**6.5 Quarterly Levy Contributions.** Owners' levy contributions were due on 1 June 2025. Overdue accounts are attracting interest charges at 10% pa, including for partial amounts unpaid. Owners who are experiencing financial difficulty are invited to contact our Strata Manager, Tristan to discuss a payment plan to pay their levies.

**6.6 Breach of House Rules.** The following breach notices were issued this month:

- In accordance with Rule 17, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 52, with the associated \$180 fee, after a visitor parked in the Emergency Zone.
- In accordance with Rule 21, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 253, with the associated \$120 fee, for use of common power - charging their vehicle using common power in their enclosed garage.
- In accordance with Rule 21, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 218, with the associated \$120 fee, for use of common power – double adapter and extension cord connected in enclosed garage.
- Six warning notices were issued to unit owners for parking in the driveway for an extended period.
- One warning notice was issued to a unit owner for a dog off leash on common property.

**6.7 Facilities Management Agreement (FMA).** Our regular 4-monthly review of the current FMA was held on 9 May 2025. This was essentially a planning and strategic meeting looking at how best to manage issues likely to face the Ivy Owners Corporation over the next few months (several of which are covered in this agenda). EC members noted we were pleased with the support we continue to get from Point FS and thanked both Matt Benedetti and Matt Lam for their assistance.

**6.8 6-year Structural Defects Warranty.** The Sellick Consulting representative was on-site again on 12 May to continue the 6-year structural assessment and defect reporting process.

**6.9 Balustrade Spacers.** ABS Facades has completed replacement of balustrade washers across the entire building, except for 3 units where they were prevented from gaining access. The Building Manager is following up with ABS Façade and these three residents to have the units addressed.

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## 7 MEETING CLOSURE

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**7.1** The meeting concluded at 11.00 am.

**7.2** The next EC meeting is scheduled for 9.00 am on Tuesday, 22 July 2025.

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## ADDENDUM 1

### PROJECT ACTIVITY AND FORECAST

#### Major Works or Activity Completed

- TH276 & TH278 ceiling patch & repaint - Flamboyant Constructions
- 6-year structural abseil inspection - ABS Facades
- Re-tie falling lighting cables back up to cable tray - BM
- Spa blower plug and PowerPoint replacement - Maritex
- Sauna heating element replacement - Maritex
- Northern pot in the outdoor pool additional soil & lavender plants - All seasons
- Rodent bait station replenishment - Royal pest Control
- South tower level 2 break glass - CEFA
- Lift 5 - Auxiliary button panel control board has been replaced - OTIS
- Lift 5 - floor announcement audio speaker install - OTIS
- Ground floor common area and townhouse inaccessible window and balustrade clean - VRA
- Electric pallet jack service - Crown
- Recycling skip replacements - ACT NoWaste
- Additional wheelie bins - People in Plastic
- Forklift service - Crown
- Unit 271 storage cage protection corner replacement - BM
- Garage 266 drip tray install - Watertight
- Monthly gym service - Gymquip

#### Major Works or Activity Forecast

- Lifts 1-4 - floor announcement audio speaker installation - OTIS
- Lifts 1-2 - Door sensor issues
- Ongoing with Milin & TWS - Curtain wall water ingress
- Ongoing with Milin & TWS - South tower fire dampener window water ingress
- Front entry pathway expansion joint - TBC - Flagged with Sellick
- 6-year structural report - Sellick consultants
- Annual electrical maintenance - Maritex
- 1x downlight in front of weights gym entry requires replacement - TBC
- 1x 4ft led batten requires replacement in garage 78 - TBC
- Front hedge between oaks3 and Ivy driveway - TBC
- Outdoor pool area grass patch rejuvenation - All Seasons
- Irrigation system audit - Gardening Subcommittee/All seasons
- Townhouse nib wall separation - TBC - Flagged with Sellick
- Monthly HVAC maintenance - SEDA

- July 2025 Co sensor calibration - SEDA
- Height safety system July 2025 certification - TBC
- Upper and lower July 2025 roof clean & inspection - AM & DM
- Garbage room and carpark roller door July 2025 service - ACT Doorland
- Access control maintenance - FERMAX
- Spa draining - TBC
- jet eyeball sealing - TBC
- Floor suction grate replacement - TBC
- Spa handrail repairs - TBC
- Renewal of hydraulics maintenance agreement - EC/Watertight
- Garbage skip, recycling skip & wheelie bin cleaning July 2025 service - ACT Wheelie clean

## ADDENDUM 2

### 2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 13/06/25

MACQUARIE BANK INVESTMENT ACCOUNTS					
	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>TD01</b>	23/04/2025	4.30%	3 months	\$163,627.57	23/07/2025
<b>TD03</b>	24/05/2025	4.20%	3 months	\$161,854.25	26/08/2025
<b>TD05</b>	07/04/2025	4.50%	3 months	\$121,375.89	07/07/2025

**\$446,857.71**

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>SINKING FUND</b>					
<b>TD02</b>	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
<b>TD04</b>	24/05/2025	4.20%	3 months	\$121,219.64	26/08/2025
<b>TD06</b>	14/04/2025	4.40%	3 months	\$175,364.22	14/07/2025

**\$746,583.86**

### 2.2 IMPROVEMENT FUND

2% Ivy Improvement fund			<b>\$26,249.00</b>
20/11/24	Installation of 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	
<b>Total</b>		<b>\$2,148.43</b>	
<b>Total remaining</b>			<b>\$24,100.57</b>

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## ADDENDUM 3

### List of UP4787 owners Corporation invoices paid April and May 2025

#### April 2025

30/04/2025	SEDA SERVICES	3069.00	12210
29/04/2025	SEDA SERVICES	1144.00	12199
29/04/2025	ALL SEASONS HORTICULTURAL SERV	1765.55	INV-26196
29/04/2025	SEDA SERVICES	1144.00	12187
29/04/2025	MARITEX COMMERCIAL	660.00	INV-83165
29/04/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-46981
29/04/2025	COMPLETE ESSENTIAL FIRE & AIR	247.50	INV-47240
24/04/2025	AUSTRALIAN PEST BIRD MANAGEMEN	594.00	00007354
22/04/2025	FLAMBOYANT CONSTRUCTIONS	4367.00	INV-0277
17/04/2025	MARITEX COMMERCIAL	682.00	INV-83083
16/04/2025	WASTECH ENGINEERING	379.50	662079706
16/04/2025	WASTECH ENGINEERING	1485.00	662079704
16/04/2025	WASTECH ENGINEERING	1518.00	662079707
16/04/2025	WASTECH ENGINEERING	165.00	662079703
15/04/2025	MSR ELECTRICAL	80.00	24996
14/04/2025	ORIGIN ENERGY ELECTRICITY LIMI	11817.85	103483392
11/04/2025	VEOLIA RECYCLING & RECOVERY	19.95	59315197
11/04/2025	VEOLIA RECYCLING & RECOVERY	18.65	8100153626
11/04/2025	COMPLETE ESSENTIAL FIRE & AIR	484.00	INV-47150
10/04/2025	POINT FACILITIES SOLUTIONS PTY	900.61	INV-1977
9/04/2025	M & M ROLFE CLEANING SERVICES	1281.72	INV-8669
8/04/2025	ACTEWAGL	3375.96	999254889148
8/04/2025	ACT DOORLAND	460.00	A175556
4/04/2025	SIGNLIME	143.00	00011603
3/04/2025	M & M ROLFE CLEANING SERVICES	16436.92	INV-8637
2/04/2025	FERMAX AUSTRALIA PTY LIM	738.93	00045767
2/04/2025	POINT FACILITIES SOLUTIONS PTY	341.00	INV-1964
2/04/2025	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-1958
1/04/2025	VEOLIA RECYCLING & RECOVERY	29.04	8100336641
1/04/2025	VEOLIA	12.10	8100323027
1/04/2025	M & M ROLFE CLEANING SERVICES	1748.45	INV-8597
1/04/2025	TOTAL POOL SERVICE	968.00	44289
1/04/2025	TOTAL POOL SERVICE	325.09	44290
1/04/2025	WATER TIGHT CANBERRA	452.63	INV-11560

## May 2025

21/05/2025	DONALD CRAIG MCLEAN	1188.00	2025-05-21
28/05/2025	GRACE LAWYERS	376.64	187925
27/05/2025	MBL - TD4 UP 4787	30946.45	270525
26/05/2025	SELICK CONSULTANTS	2793.10	00068016
23/05/2025	GUY HUTCHISON	331.73	160425
22/05/2025	VERTICAL ROPE ACCESS PTY LTD	20900.00	INV-0192
22/05/2025	VERTICAL ROPE ACCESS PTY LTD	6600.00	INV-0191
21/05/2025	WATER TIGHT CANBERRA	1888.76	35902
20/05/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-46635
19/05/2025	MARITEX COMMERCIAL	1729.20	INV-83395
16/05/2025	ORIGIN ENERGY - BPAY 130112	11664.83	105525058
16/05/2025	DOUGLAS WRIGHT GROUP PTY LTD	1980.00	00039808
14/05/2025	FERMAX AUSTRALIA PTY LIM	856.02	00046035
12/05/2025	FERMAX AUSTRALIA PTY LIM	1340.45	00046031
12/05/2025	PEOPLE IN PLASTIC	937.38	150662
8/05/2025	MARITEX COMMERCIAL	1160.72	INV-83312
8/05/2025	ALL SEASONS HORTICULTURAL SERV	88.00	INV-26277
7/05/2025	M & M ROLFE CLEANING SERVICES	16436.92	INV-8687
6/05/2025	M & M ROLFE CLEANING SERVICES	929.40	INV-8716
6/05/2025	GUY HUTCHISON	41.32	2025-05-01
6/05/2025	MARITEX COMMERCIAL	242.00	INV-83082
5/05/2025	ACTEWAGL	797.31	999255097013
2/05/2025	COMPLETE ESSENTIAL FIRE & AIR	242.00	INV-47354
2/05/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-47292
2/05/2025	VEOLIA	12.10	8100380723
2/05/2025	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-2005
1/05/2025	TOTAL POOL SERVICE	958.74	44393
1/05/2025	TOTAL POOL SERVICE	1089.00	44392
1/05/2025	WATER TIGHT CANBERRA	452.63	INV-11642

## ADDENDUM 4

### Origin Centralised Energy Services - Hot Water Service Upgrade Proposal

#### Proposed Hot Water Equipment Upgrades

- **Current Equipment**
  - Zone 1. 14 x 27 litre Rheem continuous flow hot water heater, 3 x 430 litre hot water storage tanks
  - Zone 2. 12 x 27 litre Rheem continuous flow water heaters, 2 x 430 litre hot water storage tanks
- **New Equipment**
  - Zone 1. 14 x 28 litre Rinnai HD28e continuous flow water heaters, 3 x 315 litre stainless steel hot water storage tanks
  - Zone 2. 12 x 28 litre Rinnai HD28e continuous flow water heaters, 2 x 315 litre stainless steel hot water storage tanks
  - **Notes:**
    - Water Tight have advised the Rinnai HD28e water heaters are much more reliable than the current Rheem water heaters, and from their experience the electrical circuitry is very robust, and they have not experienced any circuit breakers tripping as commonly occurs with the current Rheem water heaters (resulting in a single water heater failure taking an entire zone off-line).
    - Water Tight have advised that they expect to take 2-3 days to replace each Zone plant, and that they should be able to temporarily arrange for a single plant to feed the entire building.

#### Contract Obligations

- Commit to a new 5-year contract, formed by signing:
  - Centralised Energy Equipment – Master Agreement Terms – Including Termination of Existing Agreement
  - Embedded Network Manager Services Agreement
  - Supply Order – Metering Equipment for Embedded Networks – Retrofit Development (Existing)
  - Supply Order – Serviced Hot Water – Natural Gas – Retrofit (Existing)

#### Incentives Offered

- No cost to Owners Corporation for hot water plant equipment upgrade valued at \$163,388.00 ex GST.
- Common area electrical account discount: \$28,000 ex GST annual discount for each year for up to 10 years (initial term 5-year contract period, and a further term 5-year contract period)
- Residential customer electrical account usage discount: at least 10% discount off Origin published rate, for 1-year.
- Owners Corporation electrical account usage discount: at least 10% discount off Origin published rate, for 1-year.
- 10% discount off the Published Hot Water Usage Charge, published at <https://www.originenergy.com.au/help-support/energy-products-and-services/hot-water/hot-water-rates>, for five years.



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

**Venue:** Unit 78 and Teams Virtual Meeting

**Date:** Friday, 27 June 2025

**Time:** 8:38 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and apologies.**

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Carol van Gelder, Guy Hutchison.

Apologies: Kevin O'Brien (Secretary), Donna Macpherson, Tristan Veurink (Ivy Strata Manager).

### **1.2. Conflicts of Interest.** None identified.

### **1.3. Previous Meeting Minutes.**

The minutes of the EC Meeting held Tuesday, 17 June 2025 were confirmed.

## **2. MATTERS FOR DECISION**

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### **ORIGIN CENTRALISED ENERGY SERVICES – HOT WATER PLANT UPGRADE**

**2.1.** On 6 December 2024 Origin Energy submitted a proposal to The Ivy Owners Corporation to upgrade the unreliable Origin Energy embedded network serviced hot water plant at The Ivy. The upgrade proposal formed part of a new centralised energy services contract. Contract documents, as specified below, were subsequently provided to the Committee on 12 & 19 May 2025.

Key proposal and contract documents:

- Origin Centralised Energy Proposal - OC FY25 - 6 Dec 24.pdf
- Master Agreement for Centralised Energy Equipment (Retro Existing Origin) - 15 Irving Street Phillip ACT 2606 12.05.2025 05\_38\_47.pdf
- Embedded Network Manager (ENM) Services Agreement (appointing Origin) - 15 Irving Street Phillip ACT 2606 12.05.25 05\_38\_33.pdf
- Metering Equipment for Embedded Networks Supply Order (Retro Origin) - 15 Irving Street Phillip ACT 2606 12.05.25 05\_38\_26.pdf

- Natural Gas Serviced Hot Water Supply Order (Retro) 15 Irving Street Phillip ACT 2606 19.05.25 08\_14\_12 (updated).pdf

**2.2.** The Committee has conducted due diligence assessing the specifics of the new contracts, the technical merits of the proposed new serviced hot water plant, and the value of the financial incentives offered to the Owners Corporation for committing to the new long-term contract. The Strata Manager and Building Manager have assisted the Committee in undertaking this assessment. A summary of the offer detail and financial incentives is included at Addendum 1.

**2.3.** Whilst acknowledging that many owners aren't happy with embedded network service provision due to the perceived disadvantage of not being able to individually choose a supplier for utility services, moving away from embedded network services installed during build, as occurred for The Ivy, is not practical or feasible. Additionally, there are limited options for moving to another embedded network service provider.

**2.4.** During a meeting on 23 June 2025 with the Origin Energy NSW/ACT Sales Manager, Amro Serag, the Committee was advised that the current financial incentives offered are based on financial conditions for this fiscal year and a recent assessment has indicated that Origin will be challenged offering the same level of incentives if the agreement isn't signed before 30 Jun 25.

**2.5.** The Committee is authorised to consider and accept the Origin Energy offer on behalf of the Owners Corporation in accordance with the Unit Titles Management Act (UTMA) and reaffirmed by the related motion approved at last Annual General Meeting on 31 October 2025 (Motion 14 – Contractors and Suppliers).

**2.6. Decision.** The Committee agreed that accepting the Origin Energy offer is in the best interests of the Owners Corporation and agreed to accept the proposal, directing the Chair to sign the four contractual documents referenced above before the end of the Fiscal Year.

### **3. MEETING CLOSURE**

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**3.1.** The meeting closed at 8.49 am.

**3.2.** The next EC meeting will be held at 9.00 am on Tuesday, 22 July 2025 in unit 264.

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## ADDENDUM 1

### Origin Centralised Energy Services - Hot Water Service Upgrade Proposal

#### Proposed Hot Water Equipment Upgrades

- **Current Equipment**
  - Zone 1 (levels 1-8). 14 x 27L Rheem continuous flow hot water heater, 3 x 430L hot water storage tanks.
  - Zone 2 (levels 9-16). 12 x 27L Rheem continuous flow water heaters, 2 x 430L hot water storage tanks.
- **New Equipment**
  - Zone 1 (levels 1-8). 2 x Rinnai DDF728E315N-50 systems, with 2 x 7 (14) Rinnai HD28e continuous flow water heaters, system controllers, primary cold-water feed pumps, plus 3 x 315L hot water storage tanks.
  - Zone 2 (levels 9-16). 2 x Rinnai DDF628E315N-50 systems, with 2 x 6 (12) Rinnai HD28e continuous flow water heaters, system controllers, primary cold-water feed pumps, plus 2 x 315L hot water storage tanks.
  - **Notes:**
    - Water Tight have advised the Rinnai HD28e water heaters are much more reliable than the current Rheem water heaters, and from their experience the electrical circuitry is very robust, and they have not experienced any circuit breakers tripping as commonly occurs with the current Rheem water heaters (resulting in a single water heater failure taking an entire zone off-line).
    - Water Tight have advised that they expect to take 2-3 days to replace each Zone plant, and that they should be able to temporarily arrange for a single plant to feed the entire building.

#### Contract Obligations

- Commit to a new long-term Centralised Energy contract, formed by signing:
  - **Centralised Energy Equipment – Master Agreement Terms** – Including Termination of Existing Agreement. (Term: 5-year Initial Term + optional 5-year Further Term).
  - **Embedded Network Manager Services Agreement** (Term: ongoing until terminated by either party).
  - **Supply Order – Metering Equipment for Embedded Networks – Retrofit Development** (Existing). (Term: as per master agreement).
  - **Supply Order – Serviced Hot Water – Natural Gas – Retrofit** (Existing). (Term: 3-year Fixed Term, as per regulatory limit. Effectively rolls-over unless termination is requested).

#### Incentives Offered

- No cost to Owners Corporation for hot water plant equipment upgrade valued at \$163,388.00 ex GST.
- **Electricity Usage Charge Incentives:**
  - **Common area electrical account annual discount: \$28,000 ex GST.** To be credited to the common area account on the anniversary of contract signature for up to **10 years** (initial term 5-year period, and a further term 5-year period).
  - **Residential customer electrical account usage discount:** at least **10% discount** off Origin published rate, for **1-year**. Origin embedded network electricity rates for the ACT are updated annually in July.
  - **Owners Corporation electrical account usage discount:** at least **10% discount** off Origin published rate, for **1-year**. Origin embedded network electricity rates for the ACT are updated annually in July.
- **Hot Water Usage Charge Incentives:**
  - **Residential customer hot water account usage discount: 10% discount** off Origin published rate for **5-years**. See <https://www.originenergy.com.au/help-support/energy-products-and-services/hot-water/hot-water-rates>.



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

**Venue:** 78/15 Irving Street, Phillip

**Date:** Tuesday, 17 June 2025

**Time:** 9.30 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

**Attendance:** Don McLean (Chair), Julianne O'Brien (Treasurer), Carol van Gelder, Donna Macpherson, Guy Hutchison, Tristan Veurink (Ivy Strata Manager)

**Apologies:** Kevin O'Brien (Secretary).

**1.2. Resignation:** Martin Caddick has advised that due to personal commitments, he wished to formally resign from the EC effective from 13 May 2025. Although stepping down from his role, Martin is happy to continue contributing to the Committee where his skills and experience might be useful. The Committee would like to thank Martin for his time on the EC and for his continued support which is much appreciated.

**1.3. Conflicts of Interest.** Nil

**1.4. Previous Meeting Minutes.** The Minutes of the EC's meeting on Tuesday, 6 May are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition Report** (13 June 2025) – Rating 65/75 (86.67%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

**2.1.1** The Report highlights several current concerns:

- Milin are aware several levels in south tower are still presenting water ingress following the most recent heavy rain on 23 May 2025. Milin and Taylors Windows (TWS) attended site in the afternoon on 23/5 to inspect areas. TWS attended site again to carry out further external sealing works on 12/6
- The expansion joint that runs along the front of the Ivy walkway has deteriorated significantly from last summer's heat, ultimately popping the cobble stone pavers upwards causing a trip hazard. Two quotes have been provided for repairs, and a third is being sourced, however this has been included in the 6-year structural warranty report being undertaken by Sellick consultants.

## 2.2. Project Activity and Forecast

- Major works or activity completed – see Addendum 1.
- Major works or activity forecast – see Addendum 1.

## 3. TREASURER'S REPORT AND LEVY SITUATION

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### 3.1. Overall Financial Position @ 13 June 2025

- **Total Owners Funds:** \$1,491,277.75
  - Administration Fund - \$712,230.95
  - Sinking Fund - \$779,046.80
- **Owners Net Assets:** \$1,491,277.75
  - Assets = \$1,533,165.59
  - Liabilities = \$41,887.84
- **Cash Accounts:**
  - Admin fund = \$235,388.27
  - Sinking Fund = \$29,274.66

### 3.2. Investment Accounts: (see Addendum 3)

- Admin Fund Investments = \$446,857.71
- Sinking Fund Investments = \$714,635.86

**3.3. Investment activity.** The following investment activity has been undertaken since the Committee's last meeting on 6 May 2025 (see Addendum 2.1):

- **TD03 Admin Fund:** matured on 25/05/25. \$163,690.30 (\$161, 854.25 principal plus \$1836.05 interest) was invested for 3 months at 4.20%.
- **TD04 Sinking Fund:** matured on 25/05/25. \$121 219.64 (principal \$89,271.64 plus \$30,946.45 sinking fund cash account balance plus \$1,001.55 interest) was invested for three months at 4.20%.

**3.4. Financial decisions.** The Treasurer recommends that the Committee directs Bright & Duggan to undertake the following investment activity.

- **Administrative Fund:** TD05 matures on 07/07/25. On maturity, reinvest current principal (\$121,375.89) plus interest for 3 months at best interest rate.
- **Sinking Fund:** TD06 matures on 14/07/25. On maturity, reinvest current principal (\$175,364.22) plus Sinking Fund cash account balance as of 14/07/25 (currently \$29,274.66) plus interest for three months at best interest rate.

**3.5. Admin Budget – Areas of concern.** After nine months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories:

Description	Spent to date	2024-25 Budget	
R&M - Building	\$14,715.39	\$3,000	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)	\$14,945.40		Over \$10,000 has been spent to date investigating individual unit water hum / hammer issues
Security - service contracts	\$4,927.00	\$3,583	Fermax service under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum.
R&M Pools and Spa	\$21,177.11	\$12,615	The R&M budget has blown out due to additional unexpected costs to replace two pool pumps, a pool heater gas valve, sauna heater elements, and indoor pool air handling system boiler flue repairs

**3.6. Improvement fund (see Addendum 2.2)**

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$2,148.43
  - Remaining allocation: \$24,100.57

**3.7. Levy Arrears (as of 13/06/2025) = \$71,075.83**

**3.7.1** 58 units are in arrears. Owners are reminded that interest is charged on arrears after 28 days.

**3.7.2** Unit 175 - Total arrears = \$7,568.64. Although the owner has not signed a payment plan, they are 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.

**3.7.3** Unit 205 - Total arrears = 3,851.53. The owner is currently 90 plus days in arrears. As they have not responded to the reminders or arrears notices issued by the Strata Manager, the Committee directs Bright & Duggan to commence legal action to recoup the arrears.

**4 MATTERS FOR DECISION**

**4.1 Unit 50 Alterations Request.** Unit 50 sought approval to install two ceiling fans in their unit. The Building Manager reviewed the application and provided advice to ensure there are acceptable minimum clearances from ceiling sprinkler heads. Their electrician has accepted this advice.

The Committee agreed to approve the alteration application to install two ceiling fans in Unit 50, with the condition that the installation must meet the minimum horizontal clearance requirement of 300mm from all sprinkler heads.

**4.2 Hydraulics (Plumbing and Drainage) Preventative Maintenance Contract - Water Tight.** The Committee agreed in-principle at its 6 May meeting to accept the Watertight quote (#36283) of 30 April 2025 for a new 3-year contract. Committee members met with the Facilities and Building Managers on 9 May to review the associated draft Building Services Agreement (BSA). During a subsequent meeting with Water Tight and the Building Manager, it was agreed that the EC was happy with the service being provided by Water Tight and would consider a 5-year contract. The updated draft BSA was sent to Water Tight on 2 June for their consideration, and a response is expected shortly. On receipt of the finalised Water Tight BSA, the Committee directs the EC Chair to sign the BSA for a five-year hydraulics maintenance contract.

**4.3 Pool & Spa Maintenance – Total Pools.** The Committee noted at its last meeting it was happy with the standard of servicing provided by Total Pools and agreed to develop a one-year BSA for pool and spa maintenance.

The meeting with the Facilities and Building Managers on 9 May help to clarify indoor/outdoor pool servicing requirements, with several improvements suggested to the current Total Pools contract:

- 5 The outdoor pool to be serviced twice a week in the main swimming season (December -March) and once a week in the remainder of the year.
- 6 The indoor pool/spa to be serviced twice a week and vacuumed once a week all year round.
- 7 The scum lines on both the indoor pool/spa and outdoor pool to be cleaned twice a year.

The Building Manager also agreed to undertake more regular cleaning of the outdoor pool steps and ledge as these are difficult to cover with the Dolphin robotic cleaner.

The Committee directs the EC Chair to sign the Total Pools BSA for a one-year pool / spa service contract.

**4.4 Carpet Cleaning Contract.** At the Committee's request, Transform has submitted a quote for a new 3-year cleaning contract for a complex-wide carpet clean every six months. Although the per job quote of \$5,820 (GST incl) is significantly higher (16%) than Transform's Feb 2025 whole of complex quote (\$4,990.00) as fewer items were discounted, the pricing is fixed for the next three years at \$11,640 (\$5,820 x 6 monthly).

The Committee agreed to accept the Transform Carpet three-year quote and directed the EC chair to sign the Transform Carpet BSA.

**4.5 Garden - Replanting of Front Driveway Hedge.** The Building Manager obtained three quotes to remove the remaining two port wine magnolias towards the front of the driveway entry hedge between Ivy and Oaks Canopy and replant the fence with viburnum tinus.

- All Seasons - \$3,000 ex GST. 12 x Viburnum Tinus (250 mm pot size), including the supply of fresh sandy loam and organic compost to incorporate back in to planting holes. Incorporate mycorrhiza fungi inoculants to assist in plant establishment, root development and disease resistance.
- Garden Wise - \$2,032.87 ex GST. 14 x Viburnum Tinus 300 mm pots.
- Outscapes - \$4,549.50 ex GST. 12 x Viburnum Tinus (300 mm pots 1-1.2m planted height).

The Committee agreed to accept the \$3,000 quote from All Seasons as it included soil removal and replacement with sandy loam & organic compost. The BM is directed to ask All Seasons to use Viburnum Tinus 300 mm pots instead of the quoted 250 mm. On confirmation from BM, the Strata Manager is directed to issue the work order to All Seasons.

**4.6 Garden – Replanting in Front Common Area Planter Boxes.** All Seasons have submitted QU0952 - \$1,426.50 ex GST for additional planting around front entry planter boxes on the left-hand side as you walk towards the mailboxes, and additional agapanthus around the carpark HVAC vent between the

townhouses/footpath and the driveway entry. *BM Note: Agapanthus should be held off from being planted until Maritex have installed the pole light which is subject to approval.*

The Committee agreed to accept the All Seasons quote \$1,426.50 and directs the Strata Manager to issue the work order.

**4.7 Power Run for New Ivy Street Signage.** Maritex quote to provide power for the new The Ivy backlit street signage being manufactured by Integrity Signs as per the approval at the last EC meeting (Quote #83590 – Maritex – \$858).

**BM Comment:** *Quote is to run power from the existing pole light across and up the wall adjacent TH274 wall. An oversize 300x250 junction box will be installed on the wall with a plug base wire in to power the Ivy sign being manufactured by Integrity signs. Note: Quote is within AEL and is only attached for reference. The junction box quoted was a bit small to house the lighting transformer, Maritex have emailed saying no change in price to go one size up. Integrity signs have a 4-week lead time as of this week, I will arrange for both Integrity signs and Maritex to attend on the same day so both jobs can be done in conjunction with one another.*

The Committee notes the Maritex quote is within the BM's Agreed Expenditure Limit (AEL) and supports the BM's plan to manage the installation.

**4.8 Quote for installation of driveway entry light,** like the one installed in March 2024 over the basement ramp. The BM advises that the quote from Maritex is pending. The Treasurer notes that the Maritex quote to install the basement ramp light was \$3,256. incl GST.

The Committee agreed in-principle for the installation of the driveway entry light up to a maximum quote of \$4,000; and on receipt of the Maritex quote, directs the Strata Manager to issue the work order to Maritex.

**4.9 Spa Repair. Total Pools – Quote \$1,321.30 ex GST to:**

- Spa - drain and empty spa, replace 17x eyeballs with new, sealed in so they won't pop out again, followed by replacement of the 4 x floor suction grates as requested by Guy. Point FS will remove the spa handrail to take away and repair as the welds at the base submerged in the water have cracked.
- Indoor pool, replace 9x eyeballs with new, sealed in with an epoxy which can be done submerged in water, followed by replacement of the 4 x floor suctions.

The Committee agreed to accept the \$1,321.30 quote from Total Pools to drain and empty the spa and undertake the work required to fix the defects and directs the Strata Manager to issue a work order to Total Pools. The Point FS welding repair work will be undertaken within their authorised expenditure limit.

**4.10 Proposed The Ivy Public Website.** The proposed Ivy public website has been progressively developed; initially by Martin Caddick on the Blogspot hosting environment and more recently by Julianne O'Brien on the Webador hosting environment. The Domain name to publish under [www.ivy2606.com](http://www.ivy2606.com) is already registered and in use by the Committee. [www.ivywoden.com.au](http://www.ivywoden.com.au) is registered on behalf of The Ivy developers to market and promote sales in The Ivy, and not available for the OC use. The Committee considered alternate domain names available including: [theivywoden.com.au](http://theivywoden.com.au); [theivyapartments.com.au](http://theivyapartments.com.au); [theivyphillip.com.au](http://theivyphillip.com.au)

The Committee agreed to publish the 'Welcome to the Ivy' website under the domain [www.theivywoden.com.au](http://www.theivywoden.com.au). The web link will be sent to all Ivy residents and associated agents. Feedback on potential improvements or further information that could be included can be emailed to the EC – [ivyec@ivy2606.com](mailto:ivyec@ivy2606.com).

**4.11 Reimbursement of personal expenditure on behalf of the OC.** The Committee agreed to implement the following process for the authorisation of a request for reimbursement of funds expended by a Committee member or owners on behalf of the OC:

- The Treasurer has the authority to authorise reimbursement of funds expended by another Committee member or owner on behalf of the OC.
- If the Treasurer expends funds on behalf of the OC, an executive member, either the Chairman or Secretary, has the authority to authorise reimbursement.

## 5 MATTERS FOR DISCUSSION

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**5.1 Origin Centralised Energy Services – Hot Water Plant Upgrade Proposal.** The key details of the proposal are outlined at Addendum 4.

- In addition to the Origin Energy Centralised Energy proposal document dated 6 Dec 2024, Origin Energy have now provided copies of the proposed formal contract documents associated with this proposal.
- **Proposed New Hot Water Plant.** Several EC members met with the director of Water Tight on 23 May 25 to discuss and better understand the technical details and serviceability of the proposed new Rinnai gas hot water system. Water Tight believe the proposed Rinnai water heaters will be much more reliable and less likely to trip circuit breakers taking the entire plant offline. They recommend proceeding with the upgrade.
- A meeting with the Origin representative has been scheduled for 23 June to discuss the draft contract and the proposed ‘sign-on’ incentives offered by Origin that benefits the Owners Corporation and individual owners.

**5.2 6-year Structural Defect Report.** The 6-year structure warranty assessment and report preparation is underway by Selleck Consulting and ABS Facades. The Building Manager is overseeing the work and keeping the EC informed. The final report is expected in August.

**5.3 Ivy Improvement Proposal – New Ivy Street Signage.** The work order has been issued to Integrity Signs for the installation of a back-lit sign on the walkway wall. It is expected the sign will be installed by the end of July.

### 5.4 Wellness Room Upgrade.

**5.4.1 Yoga Room – Acoustic Testing.** Testing complete. Awaiting DDEG report and recommendations.

**5.4.2 Wellness Room Upgrade Subcommittee.** A small subcommittee has been organised to implement the recommendations of the acoustic test results to reduce the echo in the yoga room. Owners interested in joining the subcommittee are invited to contact the EC with an expression of interest

**5.5 Indoor Pool and Spa Temperatures.** The increase of the indoor pool temperature to 33 degrees set at the heater has resulted in a consistent water temperature of 32 degrees. Likewise increasing the spa temperature to 39 degrees at the heater has resulted in a water temperature of 38 degrees.

**5.6 Bulky Waste Trial.** The Strata Manager is working with the EC and Building Manager to develop a process for an orderly bulky waste collection trial.

**5.7 Rear Corner “Dog Park”.** It was agreed at the AGM that the EC would investigate the viability of an enclosed dog park in the north-east gardens. The EC has determined that a dog park in the north-east corner is not viable given the small area available. It would also require extensive clearing of the well-established plantings. The EC was also concerned about the proximity of the proposed location, and the potential noise issues (dogs barking) to North Tower residents.

**5.8 Vehicle to Grid (V2G).** Peter Fenton has written to the Committee proposing exploration of strategies for implementing Vehicle to Grid (V2G) technology in The Ivy for current and future EV owners. The Chair has agreed to meet with Peter to discuss but has cautioned that there are significant infrastructure challenges to overcome to allow for EV charging within Ivy, as part of or before adoption of a V2G solution.

**5.9 Bright & Duggan – Mid-Term Contract Review.** The EC met with Bright & Duggan on at 9:00 am on Tuesday, 17 June 2025, ahead of the EC meeting, to conduct a mid-term review of the Strata Management contract. The Committee is very satisfied with the level of service and responsiveness provided by Tristan and his team. The Committee assessed that there was no reason to seek a termination of the Strata Management contract and agreed to allow the contract to roll-over for another year at the expiration of the first year of the contract on 1 December 2025.

## 6 MATTERS FOR NOTING.

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**6.1 Main Cleaning Contract.** On 12 June, the Strata Manager was directed to issue a Request for Quotation (RFQ) to four cleaning companies for the three-year cleaning contract commencing 1 October 2025. The response date is by Friday 11 July 2025.

**6.2 Garden Maintenance Contract.** On 11 June, the Strata Manager was directed to issue a RFQ to four gardening companies for the three-year gardening contract commencing 1 October 2025. The requested response date is by Friday 11 July 2025.

**6.3 Footpath Expansion Joint Damage.** QU0130 – Flamboyant constructions – \$5,500 ex GST has been received to remediate the expansion joint in the footpath out the front within the driveway. The Building Manager has sent another RFQ to PWC Property Works.

**6.4 AGM Date.** The 7<sup>th</sup> Annual General Meeting (AGM) of the Owners Corporation will be held on **Monday, 3 November 2025**. Please note the change in venue to the **Southern Cross Club Woden**. Owners are advised to place this date in their calendars.

**6.5 Quarterly Levy Contributions.** Owners' levy contributions were due on 1 June 2025. Overdue accounts are attracting interest charges at 10% pa, including for partial amounts unpaid. Owners who are experiencing financial difficulty are invited to contact our Strata Manager, Tristan to discuss a payment plan to pay their levies.

**6.6 Breach of House Rules.** The following breach notices were issued this month:

- In accordance with Rule 17, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 52, with the associated \$180 fee, after a visitor parked in the Emergency Zone.
- In accordance with Rule 21, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 253, with the associated \$120 fee, for use of common power - charging their vehicle using common power in their enclosed garage.
- In accordance with Rule 21, an automatic Rule Infringement Notice (RIN) was issued to the owner of Unit 218, with the associated \$120 fee, for use of common power – double adapter and extension cord connected in enclosed garage.
- Six warning notices were issued to unit owners for parking in the driveway for an extended period.
- One warning notice was issued to a unit owner for a dog off leash on common property.

**6.7 Facilities Management Agreement (FMA).** Our regular 4-monthly review of the current FMA was held on 9 May 2025. This was essentially a planning and strategic meeting looking at how best to manage issues likely to face the Ivy Owners Corporation over the next few months (several of which are covered in this agenda). EC members noted we were pleased with the support we continue to get from Point FS and thanked both Matt Benedetti and Matt Lam for their assistance.

**6.8 6-year Structural Defects Warranty.** The Sellick Consulting representative was on-site again on 12 May to continue the 6-year structural assessment and defect reporting process.

**6.9 Balustrade Spacers.** ABS Facades has completed replacement of balustrade washers across the entire building, except for 3 units where they were prevented from gaining access. The Building Manager is following up with ABS Façade and these three residents to have the units addressed.

## 7 MEETING CLOSURE

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**7.1** The meeting concluded at 11.00 am.

**7.2** The next EC meeting is scheduled for 9.00 am on Tuesday, 22 July 2025.

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## ADDENDUM 1

### PROJECT ACTIVITY AND FORECAST

#### Major Works or Activity Completed

- TH276 & TH278 ceiling patch & repaint - Flamboyant Constructions
- 6-year structural abseil inspection - ABS Facades
- Re-tie falling lighting cables back up to cable tray - BM
- Spa blower plug and PowerPoint replacement - Maritex
- Sauna heating element replacement - Maritex
- Northern pot in the outdoor pool additional soil & lavender plants - All seasons
- Rodent bait station replenishment - Royal pest Control
- South tower level 2 break glass - CEFA
- Lift 5 - Auxiliary button panel control board has been replaced - OTIS
- Lift 5 - floor announcement audio speaker install - OTIS
- Ground floor common area and townhouse inaccessible window and balustrade clean - VRA
- Electric pallet jack service - Crown
- Recycling skip replacements - ACT NoWaste
- Additional wheelie bins - People in Plastic
- Forklift service - Crown
- Unit 271 storage cage protection corner replacement - BM
- Garage 266 drip tray install - Watertight
- Monthly gym service - Gymquip

#### Major Works or Activity Forecast

- Lifts 1-4 - floor announcement audio speaker installation - OTIS
- Lifts 1-2 - Door sensor issues
- Ongoing with Milin & TWS - Curtain wall water ingress
- Ongoing with Milin & TWS - South tower fire dampener window water ingress
- Front entry pathway expansion joint - TBC - Flagged with Sellick
- 6-year structural report - Sellick consultants
- Annual electrical maintenance - Maritex
- 1x downlight in front of weights gym entry requires replacement - TBC
- 1x 4ft led batten requires replacement in garage 78 - TBC
- Front hedge between oaks3 and Ivy driveway - TBC
- Outdoor pool area grass patch rejuvenation - All Seasons
- Irrigation system audit - Gardening Subcommittee/All seasons
- Townhouse nib wall separation - TBC - Flagged with Sellick
- Monthly HVAC maintenance - SEDA

- July 2025 Co sensor calibration - SEDA
- Height safety system July 2025 certification - TBC
- Upper and lower July 2025 roof clean & inspection - AM & DM
- Garbage room and carpark roller door July 2025 service - ACT Doorland
- Access control maintenance - FERMAX
- Spa draining - TBC
- jet eyeball sealing - TBC
- Floor suction grate replacement - TBC
- Spa handrail repairs - TBC
- Renewal of hydraulics maintenance agreement - EC/Watertight
- Garbage skip, recycling skip & wheelie bin cleaning July 2025 service - ACT Wheelie clean

## ADDENDUM 2

### 2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 13/06/25

MACQUARIE BANK INVESTMENT ACCOUNTS					
	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>TD01</b>	23/04/2025	4.30%	3 months	\$163,627.57	23/07/2025
<b>TD03</b>	24/05/2025	4.20%	3 months	\$161,854.25	26/08/2025
<b>TD05</b>	07/04/2025	4.50%	3 months	\$121,375.89	07/07/2025

**\$446,857.71**

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>SINKING FUND</b>					
<b>TD02</b>	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
<b>TD04</b>	24/05/2025	4.20%	3 months	\$121,219.64	26/08/2025
<b>TD06</b>	14/04/2025	4.40%	3 months	\$175,364.22	14/07/2025

**\$746,583.86**

### 2.2 IMPROVEMENT FUND

2% Ivy Improvement fund			<b>\$26,249.00</b>
20/11/24	Installation of 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	
<b>Total</b>		<b>\$2,148.43</b>	
<b>Total remaining</b>			<b>\$24,100.57</b>

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## ADDENDUM 3

### List of UP4787 owners Corporation invoices paid April and May 2025

#### April 2025

30/04/2025	SEDA SERVICES	3069.00	12210
29/04/2025	SEDA SERVICES	1144.00	12199
29/04/2025	ALL SEASONS HORTICULTURAL SERV	1765.55	INV-26196
29/04/2025	SEDA SERVICES	1144.00	12187
29/04/2025	MARITEX COMMERCIAL	660.00	INV-83165
29/04/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-46981
29/04/2025	COMPLETE ESSENTIAL FIRE & AIR	247.50	INV-47240
24/04/2025	AUSTRALIAN PEST BIRD MANAGEMEN	594.00	00007354
22/04/2025	FLAMBOYANT CONSTRUCTIONS	4367.00	INV-0277
17/04/2025	MARITEX COMMERCIAL	682.00	INV-83083
16/04/2025	WASTECH ENGINEERING	379.50	662079706
16/04/2025	WASTECH ENGINEERING	1485.00	662079704
16/04/2025	WASTECH ENGINEERING	1518.00	662079707
16/04/2025	WASTECH ENGINEERING	165.00	662079703
15/04/2025	MSR ELECTRICAL	80.00	24996
14/04/2025	ORIGIN ENERGY ELECTRICITY LIMI	11817.85	103483392
11/04/2025	VEOLIA RECYCLING & RECOVERY	19.95	59315197
11/04/2025	VEOLIA RECYCLING & RECOVERY	18.65	8100153626
11/04/2025	COMPLETE ESSENTIAL FIRE & AIR	484.00	INV-47150
10/04/2025	POINT FACILITIES SOLUTIONS PTY	900.61	INV-1977
9/04/2025	M & M ROLFE CLEANING SERVICES	1281.72	INV-8669
8/04/2025	ACTEWAGL	3375.96	999254889148
8/04/2025	ACT DOORLAND	460.00	A175556
4/04/2025	SIGNLIME	143.00	00011603
3/04/2025	M & M ROLFE CLEANING SERVICES	16436.92	INV-8637
2/04/2025	FERMAX AUSTRALIA PTY LIM	738.93	00045767
2/04/2025	POINT FACILITIES SOLUTIONS PTY	341.00	INV-1964
2/04/2025	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-1958
1/04/2025	VEOLIA RECYCLING & RECOVERY	29.04	8100336641
1/04/2025	VEOLIA	12.10	8100323027
1/04/2025	M & M ROLFE CLEANING SERVICES	1748.45	INV-8597
1/04/2025	TOTAL POOL SERVICE	968.00	44289
1/04/2025	TOTAL POOL SERVICE	325.09	44290
1/04/2025	WATER TIGHT CANBERRA	452.63	INV-11560

## May 2025

21/05/2025	DONALD CRAIG MCLEAN	1188.00	2025-05-21
28/05/2025	GRACE LAWYERS	376.64	187925
27/05/2025	MBL - TD4 UP 4787	30946.45	270525
26/05/2025	SELICK CONSULTANTS	2793.10	00068016
23/05/2025	GUY HUTCHISON	331.73	160425
22/05/2025	VERTICAL ROPE ACCESS PTY LTD	20900.00	INV-0192
22/05/2025	VERTICAL ROPE ACCESS PTY LTD	6600.00	INV-0191
21/05/2025	WATER TIGHT CANBERRA	1888.76	35902
20/05/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-46635
19/05/2025	MARITEX COMMERCIAL	1729.20	INV-83395
16/05/2025	ORIGIN ENERGY - BPAY 130112	11664.83	105525058
16/05/2025	DOUGLAS WRIGHT GROUP PTY LTD	1980.00	00039808
14/05/2025	FERMAX AUSTRALIA PTY LIM	856.02	00046035
12/05/2025	FERMAX AUSTRALIA PTY LIM	1340.45	00046031
12/05/2025	PEOPLE IN PLASTIC	937.38	150662
8/05/2025	MARITEX COMMERCIAL	1160.72	INV-83312
8/05/2025	ALL SEASONS HORTICULTURAL SERV	88.00	INV-26277
7/05/2025	M & M ROLFE CLEANING SERVICES	16436.92	INV-8687
6/05/2025	M & M ROLFE CLEANING SERVICES	929.40	INV-8716
6/05/2025	GUY HUTCHISON	41.32	2025-05-01
6/05/2025	MARITEX COMMERCIAL	242.00	INV-83082
5/05/2025	ACTEWAGL	797.31	999255097013
2/05/2025	COMPLETE ESSENTIAL FIRE & AIR	242.00	INV-47354
2/05/2025	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-47292
2/05/2025	VEOLIA	12.10	8100380723
2/05/2025	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-2005
1/05/2025	TOTAL POOL SERVICE	958.74	44393
1/05/2025	TOTAL POOL SERVICE	1089.00	44392
1/05/2025	WATER TIGHT CANBERRA	452.63	INV-11642

## ADDENDUM 4

### Origin Centralised Energy Services - Hot Water Service Upgrade Proposal

#### Proposed Hot Water Equipment Upgrades

- **Current Equipment**
  - Zone 1. 14 x 27 litre Rheem continuous flow hot water heater, 3 x 430 litre hot water storage tanks
  - Zone 2. 12 x 27 litre Rheem continuous flow water heaters, 2 x 430 litre hot water storage tanks
- **New Equipment**
  - Zone 1. 14 x 28 litre Rinnai HD28e continuous flow water heaters, 3 x 315 litre stainless steel hot water storage tanks
  - Zone 2. 12 x 28 litre Rinnai HD28e continuous flow water heaters, 2 x 315 litre stainless steel hot water storage tanks
  - **Notes:**
    - Water Tight have advised the Rinnai HD28e water heaters are much more reliable than the current Rheem water heaters, and from their experience the electrical circuitry is very robust, and they have not experienced any circuit breakers tripping as commonly occurs with the current Rheem water heaters (resulting in a single water heater failure taking an entire zone off-line).
    - Water Tight have advised that they expect to take 2-3 days to replace each Zone plant, and that they should be able to temporarily arrange for a single plant to feed the entire building.

#### Contract Obligations

- Commit to a new 5-year contract, formed by signing:
  - Centralised Energy Equipment – Master Agreement Terms – Including Termination of Existing Agreement
  - Embedded Network Manager Services Agreement
  - Supply Order – Metering Equipment for Embedded Networks – Retrofit Development (Existing)
  - Supply Order – Serviced Hot Water – Natural Gas – Retrofit (Existing)

#### Incentives Offered

- No cost to Owners Corporation for hot water plant equipment upgrade valued at \$163,388.00 ex GST.
- Common area electrical account discount: \$28,000 ex GST annual discount for each year for up to 10 years (initial term 5-year contract period, and a further term 5-year contract period)
- Residential customer electrical account usage discount: at least 10% discount off Origin published rate, for 1-year.
- Owners Corporation electrical account usage discount: at least 10% discount off Origin published rate, for 1-year.
- 10% discount off the Published Hot Water Usage Charge, published at <https://www.originenergy.com.au/help-support/energy-products-and-services/hot-water/hot-water-rates>, for five years.



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

Venue: 259/15 Irving Street, Phillip

Date: Tuesday, 6 May 2025

Time: 9.03 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Don McLean (Chair – speaker phone), Julianne O’Brien (Treasurer), Kevin O’Brien (Secretary), Carol van Gelder, Donna Macpherson, Guy Hutchison, Tristan Veurink (Ivy Strata Manager – speaker phone), Khevna Patel (Bright & Duggan).

Apologies: Martin Caddick.

**1.2. Conflicts of Interest.** None noted.

**1.3. Previous Meeting Minutes.** The Minutes of the EC’s meeting on Tuesday, 15 April are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition Report (2 May 2025) – Rating 60/75 (80%).** Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

As noted in the Report, the Building Manager has requested a work order under his Authorised Expenditure Limit (AEL) for the following minor maintenance:

- Regular light replacements in common areas.

The Report highlights several current concerns:

- The front walkway expansion joint and the Townhouse stairwell eastern nib wall separation have been flagged in the 6-year structural defect process (see item 6.4).
- Water ingress issues persist in the South Tower curtain wall (see item 6.8).
- Balustrade washers in three units remain to be addressed (see item 6.9).

Owners and residents are advised that:

- There is graffiti/malicious damage on the ground floor disabled toilet door. The BM will repair/repaint.
- The handrail into the spa needs to be refixed (see item 6.6). The spa will be emptied for up to 48 hours to repair this and complete some resealing work. The BM will provide advance notice.
- The sauna is operational but will require repairs in the coming month (see item 6.7).
- The cracked tile around one of the outdoor pool skimmer boxes will be repaired early May.
- Multiple south tower lifts level 7 selection buttons have been failing recently indicating likely excessive use of force by a level 7 resident when pressing these buttons.

### 3. TREASURER'S REPORT AND LEVY SITUATION

#### 3.1. Overall Financial Position @ 2 May 2025

##### 3.1.1. Total Owners Funds: \$1,235,017.58

- Administration Fund - \$534,002.26
- Sinking Fund - \$701,015.32

##### 3.1.2. Owners Net Assets: \$1,235,017.58

- Assets = \$1,347,007.71
- Liabilities = \$111,990.13

##### 3.1.3. Cash Accounts:

- Admin fund = \$153,895.91
- Sinking Fund = \$14,879.54

##### 3.1.4. Investment Accounts: (see Addendum 1)

- Admin Fund Investments = \$446,857.71
- Sinking Fund Investments = \$714,635.86

**3.2. Investment activity.** The following investment activity has been undertaken since the Committee's last meeting on 15 April 2025 (see Addendum 1.1):

**3.2.1. TD01 Admin Fund:** matured on 25/04/25. \$163,627.57 (\$161,792.44 plus \$1,835.13 interest) was invested for 3 months at 4.4%.

**3.3. Financial decisions.** The Treasurer recommends that the Committee directs Bright & Duggan to undertake the following investment activity.

**3.3.1. Administrative Fund:** TD03 matures on 26/05/25. On maturity, reinvest current principal (\$161,854.25) plus interest for 3 months at best interest rate.

**3.3.2. Sinking Fund:** TD04 matures on 25/05/25. On maturity, reinvest current principal (\$89,271.64) plus Sinking Fund cash account balance as of 25/05/25 (currently \$14,879.54) plus interest for three months at best interest rate.

**3.4. Admin Budget – Areas of concern.** After six months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories.

Description	Spent to date	2024-25 Budget	
R&M - Building	\$14,715.39	\$3,000	New category created in 2024/25 to capture unscheduled building repair & maintenance to better inform future budgeting forecasting. In previous years these repair costs would have been captured in the 5% contingency category.
R&M - Plumbing (Hydraulics)	\$13,228.35	\$11,069	Over \$10,000 spent to date on investigating and repairing water hammer/hum issues.
Security - service contracts	\$3,807.00	\$3,583	Fermax service cost under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum.

Pools & Spa consumables	\$5,677.75	\$6,110	The budget was based on an average of previous years expenditure.
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### 3.5. Improvement fund (see Addendum 1.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$2,148.43
  - Remaining allocation: \$24,100.57

### 3.6. Levy Arrears (as of 02/05/2025) = \$29,811.76 (GST incl).

#### 3.6.1 45 units are in arrears.

- 39 units have debts of less than \$400.
- 6 units have not made a payment towards the levy due on 1 March. These owners are currently being charged interest on their outstanding debt.

#### 3.6.2 One unit is of continuing concern: Unit 175 - Total arrears = \$7,387.51

On 15 March 2025, Unit 175 proposed a repayment schedule of fortnightly payments of \$537.24 over the course of 26 fortnights (12 months) totalling \$13,968.24.

The Committee considered this offer at its meeting on 15 April and accepted the proposal subject to an unanimously agreed set of terms and conditions. Bright & Duggan was authorised to instruct Grace Lawyers accordingly, which it did on 17 April 2025.

Instead, on 28 April 2025, Grace Lawyers returned with a counteroffer to the Executive Committee summarised as follows:

*"We recommend forwarding the counteroffer to the debtor for \$9,276.79 payable by 17 fortnightly installments of \$537.24 and a final installment of due on 18 December 2025. This counteroffer did not include payments of levies due on 1 September and 1 December which must be paid in full and on time. The interest waiver should only be offered if the payment plan and timely payment of future levies are met. Once the payment plan is satisfied, Unit 175 ledger is revised with interest incurred between 28 April 2025 and 18 December 2025 waived and credited back to the account".*

The Executive Committee was not satisfied with the Grace counteroffer. Their proposed repayment schedule does not take into consideration levies due 1 September and 1 December. It is highly unlikely that Ms Khan will have the ability to pay the future levies on time and in full, as noted by Grace Lawyers, in addition to the proposed fortnightly installments.

On 29 April 2025, Committee members agreed out-of-session for the Treasurer to instruct Bright & Duggan as follows:

*"UP4787 Executive Committee does not accept Grace Lawyers' counteroffer to Ms Khan Unit 175. Please direct Grace Lawyers to implement the following instructions:*

*The Committee agrees to accept the fortnightly repayment proposal from the owner of Unit 175, subject to these terms:*

- 1) *The owner must commit to a regular repayment of \$537.24 per fortnight starting 24 April 2025.*

- 2) *This payment schedule must continue until all current arrears, legal fees, and future levies (due on 1 September 2025 (\$1,352.04), 1 December 2025 (TBA), and 1 March 2026 (TBA)) are paid in full.*
- 3) *As long as repayments are made as scheduled, the UP4787 Executive Committee agrees to waive interest charges on the outstanding debt.*
- 4) *Missing a payment will result in immediate interest charges on the outstanding debt.*
- 5) *Unit 175 has seven days to agree to the payment plan.*
- 6) *If the debtor defaults on this arrangement, Grace Lawyers will be instructed to commence legal action to recover the outstanding amount.*

*The following repayment plan is proposed (a detailed fortnightly table was included).*

*The EC agrees with the Grace recommendation that to avoid additional costs, Grace follow their usual protocol for payment plans for a fixed fee of \$300.00 (plus GST and disbursements) which encompasses all the work undertaken in corresponding with the debtor to negotiate the payment plan as well as monitoring the debtors compliance with the agreed payment plan until the final instalment is due. ”*

The Treasurer advised the meeting that Unit 175's Ledger confirms that fortnightly payments of \$537.34 were received on 31 March, 14 April, and 28 April 2025. Unit 175 debt has reduced by \$1,018 since the April EC meeting on 15 April 2025.

The Committee unanimously agreed to ratify the out-of-session decision on 29 April 2025 to instruct Grace Lawyers to implement the EC's endorsed Unit 175's repayment proposal.

## 4. MATTERS FOR DECISION

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**4.1. Rule Infringement Notice.** On 17 April, the tenant of unit 233 was issued with a third warning for parking in the trade parking bays over an extended period. The Committee agreed out-of-session this action warranted a formal breach of House Rule 17. On 24 April, Bright & Duggan issued a Rule Infringement Notice (RIN) with the associated administrative fee of \$180 to the owner of the responsible unit. To address a recurrence, the Strata Manager issued a Notice to Remedy to the owner's property manager. Noting that the resident's vehicle was a clearly branded work vehicle, the Facilities Manager contacted the resident's work supervisor to discuss the breach of house rules.

The Committee agreed to ratify this out-of-session decision.

**4.2. Fire Hydrant System – 5 Year Maintenance.** Every five years, in accordance with AS1851-2012, the entire fire hydrant and booster system must be overhauled or replaced with new equipment.

CEFA submitted a quote for the Fire Hydrant – 5-year maintenance (quote #1469 for \$36,020 ex GST) on 22 April covering:

- \$22,620 ex GST for the replacement of 74 hydrants and 4 single entry boosters;
- \$7,950 ex GST for overhaul of 4 x 150mm and 4 x 50mm Bermad pressure relief valves; and
- \$5,450 ex GST for booster flow and hydrostatic testing across the entire system.

CEFA also advised on 18 March that 4 x 50mm geared butterfly valves need to be installed at discharge points in the Level 5 fire stairs (both North and South Towers). Their quote (#1467 of 18 March) is for \$3,960 ex GST.

The Treasurer noted that the 2024/25 Admin Budget only allocated \$18,010 towards the 5-year maintenance of the Fire Hydrant system. The Budget:

- accounted for the replacement of 41 hydrants + six valves @ \$330 (\$15,510), leaving a shortfall of \$7,110 to replace the additional 33 hydrants. The BM confirmed the number of hydrants is 74 and that this additional maintenance is required. The Asset Register has been updated.

- did not account for the overhaul of the Bermad pressure relief valves @ \$7,950.
- allocated only \$2,500 for the hydrostatic testing, leaving a shortfall of \$2,950.
- did not account for the \$3,960 to install 4 x 50mm geared butterfly valves at discharge points on Level 5. The BM advised that the hydrostatic testing cannot occur until the valves are installed.

Notwithstanding, given prudent budget management, the Treasurer is confident there is sufficient capacity in the administrative fund to pay the total shortfall of \$21,970 for the Fire Hydrant System – 5 Year Maintenance costs.

The Committee accepted both CEFA quotations (#1467 of 18 March for \$3,960 ex GST and #1469 of 22 April for \$36,020 ex GST) and authorised Bright & Duggan to issue the work order. The Building Manager is asked to monitor the performance of this work.

**4.3. Plumbing and Drainage - Preventative Maintenance.** Water Tight's 3-year Building Services Agreement for plumbing and drainage preventative maintenance expires on 30 June 2025. At the Committee's request, Water Tight submitted a quote for another 3-year Agreement on 30 April (quote #36283 for \$3,263.15 ex GST from 1 July 2025).

Water Tight proposes to move from quarterly to six-monthly servicing, based on asset performance and site data, and has offered a \$900 discount on the Maintenance Plan setup. The new 3-year quote compares favourably with the final year of the current Agreement (28.8% reduction) and increases by just 3.75% on 1 July each subsequent year.

The Committee accepted the Water Tight quote in-principle and agreed to include this as part of a new 3-year Building Services Agreement (BSA – see item 5.2). The BSA would set out the proposed schedule of work under the new contract and the service and general maintenance standards to be met.

The Committee agreed to finalise the proposed BSA this week so the Strata Manager can forward it to Water Tight for consideration. Water Tight would be invited to identify their callout fees for any unscheduled maintenance as this is not identified in their quote.

**4.4. Garage Drainage - Drip Tray.** Unit 266 has had ongoing water drainage issues in their Basement 1 garage (from the garden bed above) which can also affect Basement 2 during periods of heavy rain. The Building Manager has sought various remedies. A cost-effective solution is to install a 50mm galvanised drip tray that is diverted into a nearby 40mm drain. Water Tight's quote for this work is \$1,717.05 ex GST (quote #35902 of 14 April).

The Committee accepted Water Tight's quote and authorised the Strata Manager to issue the work order.

**4.5. Additional Wheelie Bins.** Following discussion at the 18 March EC meeting, the Building Manager sought a revised quote from People-in-Plastic for 4 x 360 litre wheelie bins (3 yellow lids, 1 red lid). Their quote totals \$852.16 ex GST, including freight and the pallet (quote #150662 of 1 May). This compares with 6 bins for \$1,094.14 ex GST quoted previously.

The Committee accepted People-in-Plastic's quote (#150662) and authorised the Strata Manager to issue the work order.

**4.6. Fermax Intercom Handsets.** Given the continuing issues some owners are having with their Fermax intercom handsets, and the significant callout charge for Fermax to replace handsets, the Committee agreed to buy three audio handsets and one Wifi video screen handset as on-site spares that are available for owner purchase. Estimated costs are:

- FER-4333, DUOX PLUS VEO Telephone, @\$155 ex GST.
- FER-9449, 4.3" Wifi Colour DUOX PLUS VEO-XS Hands-Free Monitor, @\$920 ex GST.

These handsets will be held on site by the Building Manager. When a unit intercom stops working and the handset is suspected to be faulty, a unit owner can purchase one of these handsets (they

will be billed by Bright & Duggan) and fit it themselves, saving on the callout cost from Fermax. The Building Manager will then order another handset as its replacement.

The Committee authorised Bright & Duggan to issue a work order to Fermax for the purchase of four intercom units (three audio, one Wifi colour) and requested the Building Manager to arrange for prompt delivery. One audio handset is already allocated, so three will be held as spare.

## 5. MATTERS FOR DISCUSSION

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**5.1. Fire Alarm - 22 April.** This false alarm was triggered by someone damaging the fire brigade call button on the 2nd floor of the South Tower around 8.45 pm on Tuesday, 22 April. The Committee asked the Strata Manager to keep everyone informed and an email notification was sent to all residents the following day.

Four Committee members held an informal meeting on 25 April as they were concerned this is the third case of vandalism on this floor in the last six months, and the 5th case in two years. Apart from being unnecessarily disruptive to residents, the Owners Corporation was charged \$247.50 to replace the damaged call button. The Owners Corporation may also be faced with an unnecessary fire brigade call out fee (in the vicinity of \$1,600).

The Committee believes there is a need for improved surveillance on any floor level where vandalism is occurring, especially in relation to fire safety. Following the meeting, the Building Manager has been asked to obtain a quote from ARA Security Services for the installation on an additional security camera on this level.

**5.2. Building Service Agreements (BSA).** As we operate a “Schedule of Work” model for all major repairs and maintenance work at the Ivy, the Committee agreed we should continue the Building Services Agreement approach (previously used by Vantage Strata) for large, multi-year contracts and for service providers offering multiple (e.g. weekly or monthly) servicing on annual contracts.

Where the service provider does not provide a suitable document specifying the agreed contract services, the BSA would set out standard terms and conditions and the defined Schedule of Work which the service provider then commits to. One-off contracts or individual quotes would continue to be handled through the standard work order process.

The Committee agreed to refine the draft BSA template so that it reflects the current requirements of each of the major contracts required by The Ivy (see items 5.3, 5.4 and 5.5). The Strata Manager and Facilities Manager are contributing to this process.

**5.3. Pool and Spa Maintenance Contract.** The current one-year pool contract (Total Pools) expired on 28 April 2025. At the Committee’s request, Total Pools submitted several versions of a 3-year maintenance agreement offering different levels and frequency of service. However, these quotes included significant increases to the hourly charge rate (27.3% over three years - from \$110 to \$140 per hour) and didn’t include any concession for the recent higher costs of consumables. Given the price increase, the Committee agreed at its 15 April meeting to offer only a one-year contract (BSA).

The Committee noted Total Pools is proposing to service the indoor pool and spa twice a week (on Wednesday and Friday) throughout the year and the outdoor pool once a week (Friday) in the winter months and twice a week (Wednesday and Friday) during the summer months. This will be reflected in the proposed BSA, although the Committee will explore which days are available.

The Committee is happy with the standard of servicing being provided by Total Pools as the pools and spa are being maintained in good condition, enhanced by the upgraded equipment that has been installed including water filters, chemical dosing units and UV filters. The level of servicing (and charging) reflects the actual work that is done and can vary each week.

The Committee agreed to develop a BSA for a one-year pool cleaning contract based on the Total Pools quote and with input from the Building and Strata Managers. Two additional requirements, compared with the current contract, are:

- Total Pools should vacuum the indoor pool and spa regularly each week (Friday), rather than being optional. Mandatory vacuuming of the outdoor pool every week is not as critical as the Building Manager deploys the Dolphin robot pool cleaner 2-3 times a week, depending on seasonal requirements.
- The scum lines on the both the indoor pool/spa and the outdoor pool should be cleaned twice a year at the start and end of each season (i.e. in March and September).

**5.4. Main Cleaning Contract.** The current 3-year main cleaning contract (M&M Rolfe) expires on 27 August 2025. While there have been various concerns, recent Building Condition Reports note there has been some improvement. Committee members met on 25 April to review the defined scope of work for this contract.

The Committee agreed to develop a BSA for the main cleaning contract and to discuss these requirements with the Facilities and Building Managers on 9 May 2025. The Strata Manager is asked to identify suitable major cleaning contractors with a view to putting the contract out to tender next month.

**5.5. Garden Maintenance Contract.** Committee members had an initial discussion on 25 April about garden maintenance and agreed to refine the future scope of work for this 3-year contract in consultation with the Building Manager. The current contract with All Seasons Horticultural expires on 27 September 2025.

The Committee noted there will be an increasing workload in maintaining the Ivy's gardens and grounds to the required standard, given these are now well established after five years, and that a significant increase in garden maintenance is likely to be necessary going forward.

The Committee also noted special attention needs to be paid to the irrigation system, especially when new plants are installed. It was agreed that a complex wide irrigation audit is overdue (it is part of the current contract). Guy Hutchison agreed to work with the Building Manager to ensure this is carried out.

**5.6. Carpet Cleaning Contract.** The Committee confirmed at its 15 April meeting that Transform Carpets was its preferred carpet cleaning provider for the next 3-year period. The Building Manager has been asked to obtain a quote providing for two full complex cleans each year. The next full clean is due in October.

**5.7. Ivy Improvement Proposal – New Ivy Street Signage.** The Committee has progressed a proposal to improve the aesthetics of the front entrance and enhance the visibility of our Ivy signage, especially at night. Integrity Signs provided a quotation for the two location options under EC consideration - \$3,500 ex GST for a back-lit mounted sign on the pedestrian walkway wall and \$5,000 ex GST for a pillar mounted sign in the front garden bed.

The Committee confirmed its preference for the pedestrian walkway option (see Addendum 2) as this avoids the need for construction of pillar mounting and is a considerable saving on that option. The Committee accepted the Integrity Signs quote for the back-lit mounted sign (\$3,500 ex GST of May 2025) and authorised Bright & Duggan to issue the work order.

The Building Manager is asked to obtain quotes from both Maritex and GMH Electrical for an all-weather 240V electrical connection to this light fitting on the pedestrian walkway wall (common property that adjoins Townhouse 274) and to advise the owners of this unit of the proposed plans.

As additional lighting is proposed for the driveway entrance, Maritex is also asked to provide a quote for a single pole light against the garden wall on the driveway side of the front garden bed (next to the Ivy address), of similar capacity to that installed near the basement entry down ramp last year.

**5.8. Yoga Room – Acoustic Testing.** Committee members agreed on 15 April to appoint DDEG to conduct acoustic testing of the Yoga Room. The Building Manager has followed up with DDEG but is still waiting on advice on when they will proceed.

**5.9. Flooring - Acoustic Engineering Report.** A small committee working group was asked to bring back advice to the Committee.

**5.10. Origin Centralised Energy Services.** As agreed at its March meeting, the Committee wrote to Origin Energy on 25 March 2025 seeking additional details on their centralised energy proposal for a replacement gas hot water system (at an estimated capital cost of \$207,000).

The Committee noted we have yet to receive a written response to our letter and that the Origin Energy representative is on leave until 6 May 2025.

The Committee also noted publicly available advice from Tom Martin, head of Water Tight, confirms the difficulty of installing electric hot water heat pump systems as an alternative to natural gas systems in existing complexes, given the excessive weight of larger water tanks, the much larger area required for all plant and equipment, and the difficulties of loading these onto the South Tower roof. The Committee is satisfied an electric HW heat pump system is not an option in current circumstances.

The Strata Manager is asked to contact Tom Martin to seek his advice on the efficacy of Origin Energy's HW gas proposal as soon as specific details are received, and to seek his general guidance on the best way forward.

**5.11. Replanting of Front Driveway Hedge.** The Building Manager has requested additional quotes from Outscapes and Garden Wise (as well as All Seasons). He is waiting on a response.

**5.12. Common Area Pest Spray.** As requested at the last EC meeting, the Committee's preferred option is to accept Hart Pest Management's previous quote for regular, 6-monthly pest sprays of \$850 ex GST per spray (26 Nov 2024), rather than a single annual service (\$1,020 ex GST fixed for 3 years).

The Building Manager has sought a response from Hart Pest Management and is asked to follow up.

**5.13. Bulky Waste Pickup.** Following an owner request, the Committee has been exploring the possibility of a bulky waste pickup for Ivy residents (Oaks Arbour had a pickup on 2 April). There are quite specific steps involved as the process is open to abuse from people dumping domestic rubbish that is not bulk waste. An ACT government multi-unit bulky waste booking requires the Strata Manager to complete an online booking for the complex. This must include specific details on the total number of units participating in the pickup and the waste items to be disposed from each participating unit.

While there are considerable reservations, Committee members indicated they are willing to consider a future bulky waste pick-up as a trial, noting their concern that not all residents will respect the process and may dump unapproved items (e.g. mattresses, flammable material) including kitchen waste and other garbage, that could result in the need for a significant clean-up and additional costs to the Owners Corporation. The Strata Manager advised that a survey of interested residents is required before proceeding and appropriate measures need to be put in place for supervision and non-compliance.

The Committee agreed to work with the Strata Manager to ascertain if an acceptable process can be developed.

**5.14. Outdoor Tiling and Paving – Pressure Cleaning.** As it is twelve months since these areas have been pressure cleaned, the Committee authorised the Building Manager to obtain quotes from Transform Carpets (who did it last time) and M&M Rolfe. The pressure clean should include around the mailbox and planter wall edges and the bases of the white planter pots near the front entry, as well as the west side walkway around the building (where pavers are marked).

**5.15. Pool and Spa Temperatures.** Some owners have commented recently that the indoor pool and spa temperatures appear somewhat variable and tended to be cool. The BM confirmed that the heater settings were set too low, and the heater temperature settings were subsequently reset to previously agreed values of 33 degrees for the indoor pool and 38 degrees for the spa.

Following discussion, the Committee agreed to target a more consistent water temperature in the indoor pool of 32 degrees and in the spa of 38 degrees. Members will monitor water temperatures over the next month with a view to having the indoor pool and spa heaters adjusted so that the set temperature achieves the desired water temperature. The heater temperature settings of the outdoor pool will be reviewed before the heaters are turned on again in October.

**5.16. Facilities Management Review.** The 4 monthly review meeting with Point FS is this Friday, 9 May. The Committee briefly discussed the matters it wishes to raise, noting this is aimed at a more forward looking, planning session.

## **6. MATTERS FOR NOTING.**

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**6.1. AGM Date.** The 7<sup>th</sup> Annual General Meeting (AGM) of the Owners Corporation is scheduled to be held on **Monday, 3 November 2025** (subject to venue booking confirmation). Owners are advised to place this date in their calendars.

**6.2. Quarterly Levy Contributions.** Bright & Duggan has circulated notices of the next quarter's levy contributions that are due on 1 June 2025. Owners are reminded that overdue accounts are attracting interest charges at 10% pa, including for partial amounts unpaid.

**6.3. Breach of House Rules.** Warning notices (Rule 17) were issued to the two owners as they or their tenant / visitor parked in the front driveway for an extended period.

**6.4. 6-year Structural Defects Warranty.** The Sellick Consulting representative was on-site from 29 April to 2 May to commence the 6-year structural assessment and defect reporting process. The Committee has provided relevant information to the consultant and is grateful to both Matt Benedetti (Facilities Manager) and Matt Lam (Building Manager) for assisting with this assessment.

**6.5. Natural Gas Contract – Pool Heating.** In 2023, we changed over to ActewAGL (from Origin Energy) for the supply of natural gas to heat our pools and spa. The current Business Energy Agreement has been rolled over again with the agreement of both parties from 28 April 2025. ActewAGL has confirmed we will continue to receive their highest discount (15%) for a further 12-month period. As natural gas reference prices will be updated on 1 July 2025, the Committee has asked to be kept informed so we can monitor for budgeting purposes.

**6.6. Spa Maintenance.** The spa vent cover has been damaged and had to be replaced. The spa aerator/blower circuit failed and was repaired by Maritex on 5 May. Handrail repair and some resealing work will be scheduled in the coming month. The spa will be emptied for up to 48 hrs to complete this work.

**6.7. Sauna Repairs.** Sauna heater elements failed just before Easter causing the sauna to be non-operational. Maritex investigated and returned the sauna to operation, but some heater elements remain inoperable and all need to be replaced. There are also signs of deterioration in the timber benches which is being monitored by the Building Manager.

Maritex provided a quote (not available at the time of the meeting) for replacing the 6 sauna heaters (QU83395 of 6 May for \$1,572 ex GST). Committee members agreed immediately after the meeting to accept this quote and authorised Bright and Duggan to issue the work order.

**6.8. South Tower Curtain Wall.** Taylors Windows was on site 1-2 May to start addressing the long-standing water ingress issues in the South Tower curtain wall. They are also required re-seal under the

base clips on all fire louvre windows as owners had previously reported water ingress on some levels. Milin Builders has insisted the louvre windows on all levels of the curtain wall be re-sealed.

**6.9. Balustrade Spacers.** ABS Facades has completed replacement of balustrade washers across the entire building, except for 3 units where they were prevented from gaining access. The Building Manager is following up with ABS Façade and these three residents to have the units addressed.

**6.10. Cleaning of Inaccessible Windows and Balustrades.** Vertical Rope Access is due to complete cleaning of inaccessible windows in the Townhouses and the external side of their glass balustrades on 7 May. The Building Manager is following up reports some unit balustrades in the main building may have been missed and will instruct Vertical Rope Access to remedy.

**6.11. Lift Buttons.** Otis has advised they will no longer provide replacement buttons to Level 7 in the South Tower lifts free of charge as they have previously done on several occasions, as they are seeing an excessive number of these failing and this appears to be due to excessive use of force. Residents are advised that activation of the lift buttons just requires a gentle press; excessive force causes the plastic clips that retain the covers to fail, and the button covers then fall off.

**6.12. Ivy Gardeners.** The “Ivy Gardeners” met on 1 May. The silver moon plants are being progressively hedged by All Seasons and are looking good. The Ivy Gardeners have been cleaning the white planter walls and planted and mulched 15 dwarf bottle brush in the north garden. The Building Manager has been given a list of pruning and trimming needs to discuss with All Seasons.

**6.13. Garbage Collection.** JJ’s Waste and Recycling is the new service provider for the collection of household bins in the ACT from 28 April 2025 (previously this was Veolia). There have been some teething problems with this transition, and the Building Manager has been working to resolve instances of delayed collection.

**6.14. Refuse Rooms.** Some residents are still dumping garbage in refuse rooms, including cardboard boxes that are too large to fit in the 360 litre bins. It is not your neighbours' job or the cleaners' job to remove your rubbish. Please take all packaging down to the cardboard recycling hoppers in B1 south tower refuse room or take them to one of the ACT refuse centres.

**6.15. Pet Registration.** The owner of unit 127 has registered their black and white English cocker spaniel. Welcome to The Ivy’s pet community ‘Mr Fluff’.

**6.16. Microsoft 365 Subscription.** The Committee’s annual subscription was renewed on 5 May 2025.

**6.17. EC Action List.** With the assistance of the Strata Manager and Building Manager, the Committee has finalised another 69 action items since its last meeting on 15 April.

## **7. GENERAL BUSINESS**

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**7.1.** General Business. None.

## **8. MEETING CLOSURE**

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**8.1.** The meeting concluded at 10.55 am.

**8.2.** The next EC meeting can be scheduled for 9.00 am on Tuesday, 17 June 2025.

## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 2/05/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
ADMIN FUND					
TD01	25/04/2025	4.30%	3 months	\$163,627.57	25/07/2025
TDO3	24/02/2025	4.55%	3 months	\$161,854.25	26/05/2025
TD05	07/04/2025	4.50%	3 months	\$121,375.89	07/07/2025

**\$446,857.71**

SINKING FUND					
TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	25/02/2025	4.55%	3 months	\$89,271.64	25/05/2025
TD06	14/04/2025	4.40%	3 months	\$175,364.22	14/07/2025

**\$714,635.86**

### 1.2 IMPROVEMENT FUND

2% Ivy Improvement fund			\$26,249.00
20/11/24	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations / BM baby present	\$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	
	<b>Total</b>	<b>\$2,148.43</b>	
	<b>Total remaining</b>		<b>\$24,100.57</b>

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## ADDENDUM 2



# UNIT PLAN 4787 The IVY Improvement Proposal

**PROPOSAL TITLE: NEW IVY SIGNAGE**

<b>SUMMARY OF PROPOSAL:</b>	<b>IVY LOGO SIGNAGE – FRONT ENTRY DRIVEWAY</b>
<b>ESTIMATED COST:</b>	<b>\$6,500 ex GST</b>
<b>PROPOSED BY:</b>	Julianne O’Brien – Unit 52
<b>SECONDED BY:</b>	Don McLean – Unit 264
<b>DATE SUBMITTED TO EC:</b>	12/04/2025
<b>SUPPORTING DOCUMENTS:</b>	Proposed signage and location - attached

### DESCRIPTION

<b>PROPOSAL:</b>	Purchase and install a large rectangular, backlit sign with the white Ivy logo on the LHS front grey walkway wall.
<b>RATIONALE:</b>	<p>With the construction of Oaks 3, the current Ivy address is difficult to see, especially at night. The existing lettering is set too far back and is increasingly obscured. Many drivers overshoot or swerve at the last minute.</p> <p>New, back-lit signage (with the address underneath) can be installed on the grey concrete block wall adjacent to Townhouse 274 (common property) with ready access to an existing light circuit. This will improve the aesthetics of the front entrance and complement signage already along Irving Street.</p> <p>The Ivy Gardeners will trim the tree located in the driveway entrance to ensure visibility of the sign.</p>
<b>BENEFITS:</b>	Of benefit to all members of The Ivy Owners Corporation, especially for their guests and those who use mail, food delivery and taxi services.
<b>CONSULTATION:</b>	The Ivy’s Building Manager and Facilities Manager
<b>PRIORITY:</b>	Highly desirable
<b>TIMEFRAME:</b>	Preferably in 2025. Funds are available

### IVY EC CONSIDERATION

<b>EC MEETING DATE:</b>	<b>15 APRIL 2025</b>
<b>SUMMARY OF DISCUSSION</b>	<b>Agreed in-principle</b>
<b>BUDGET:</b>	<b>\$6,500 ex GST</b>
<b>ACTION:</b>	<b>Explore design / cost with ‘Integrity Signs’</b>

## PROPOSED SIGNAGE



### Notes:

- (1) The above sign is modelled of the Oaks Canopy equivalent signage which is 1110 mm high x 1010 mm wide.
  - Above diagram is scaled 11.1 cm high x 10.1 cm wide to be equivalent to Oaks Canopy sign dimensions.
  - For Ivy, the proposed sign would be white with black text and a black or grey 'THE Ivy' logo and utilising backlit edge lighting around the text and logo for nighttime visibility (equivalent to the Oaks Canopy signage backlighting, subject to the final design agreed with the provider).
- (2) Discussions with Kyle Abell of Integrity Signs (who Millin used for signage at Ivy and Oaks), indicate that a standalone plinth or pillar free standing sign as above would likely cost \$4,000 to \$6,500 for an installed sign.
  - This just needs to be connected to power (i.e. to the front garden lighting power).





FRONT WALKWAY



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

Venue: 259/15 Irving Street, Phillip

Date: Tuesday, 6 May 2025

Time: 9.03 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Don McLean (Chair – speaker phone), Julianne O’Brien (Treasurer), Kevin O’Brien (Secretary), Carol van Gelder, Donna Macpherson, Guy Hutchison, Tristan Veurink (Ivy Strata Manager – speaker phone), Khevna Patel (Bright & Duggan).

Apologies: Martin Caddick.

**1.2. Conflicts of Interest.** None noted.

**1.3. Previous Meeting Minutes.** The Minutes of the EC’s meeting on Tuesday, 15 April are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition Report (2 May 2025) – Rating 60/75 (80%).** Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

As noted in the Report, the Building Manager has requested a work order under his Authorised Expenditure Limit (AEL) for the following minor maintenance:

- Regular light replacements in common areas.

The Report highlights several current concerns:

- The front walkway expansion joint and the Townhouse stairwell eastern nib wall separation have been flagged in the 6-year structural defect process (see item 6.4).
- Water ingress issues persist in the South Tower curtain wall (see item 6.8).
- Balustrade washers in three units remain to be addressed (see item 6.9).

Owners and residents are advised that:

- There is graffiti/malicious damage on the ground floor disabled toilet door. The BM will repair/repaint.
- The handrail into the spa needs to be refixed (see item 6.6). The spa will be emptied for up to 48 hours to repair this and complete some resealing work. The BM will provide advance notice.
- The sauna is operational but will require repairs in the coming month (see item 6.7).
- The cracked tile around one of the outdoor pool skimmer boxes will be repaired early May.
- Multiple south tower lifts level 7 selection buttons have been failing recently indicating likely excessive use of force by a level 7 resident when pressing these buttons.

### 3. TREASURER'S REPORT AND LEVY SITUATION

#### 3.1. Overall Financial Position @ 2 May 2025

##### 3.1.1. Total Owners Funds: \$1,235,017.58

- Administration Fund - \$534,002.26
- Sinking Fund - \$701,015.32

##### 3.1.2. Owners Net Assets: \$1,235,017.58

- Assets = \$1,347,007.71
- Liabilities = \$111,990.13

##### 3.1.3. Cash Accounts:

- Admin fund = \$153,895.91
- Sinking Fund = \$14,879.54

##### 3.1.4. Investment Accounts: (see Addendum 1)

- Admin Fund Investments = \$446,857.71
- Sinking Fund Investments = \$714,635.86

**3.2. Investment activity.** The following investment activity has been undertaken since the Committee's last meeting on 15 April 2025 (see Addendum 1.1):

**3.2.1. TD01 Admin Fund:** matured on 25/04/25. \$163,627.57 (\$161,792.44 plus \$1,835.13 interest) was invested for 3 months at 4.4%.

**3.3. Financial decisions.** The Treasurer recommends that the Committee directs Bright & Duggan to undertake the following investment activity.

**3.3.1. Administrative Fund:** TD03 matures on 26/05/25. On maturity, reinvest current principal (\$161,854.25) plus interest for 3 months at best interest rate.

**3.3.2. Sinking Fund:** TD04 matures on 25/05/25. On maturity, reinvest current principal (\$89,271.64) plus Sinking Fund cash account balance as of 25/05/25 (currently \$14,879.54) plus interest for three months at best interest rate.

**3.4. Admin Budget – Areas of concern.** After six months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories.

Description	Spent to date	2024-25 Budget	
R&M - Building	\$14,715.39	\$3,000	New category created in 2024/25 to capture unscheduled building repair & maintenance to better inform future budgeting forecasting. In previous years these repair costs would have been captured in the 5% contingency category.
R&M - Plumbing (Hydraulics)	\$13,228.35	\$11,069	Over \$10,000 spent to date on investigating and repairing water hammer/hum issues.
Security - service contracts	\$3,807.00	\$3,583	Fermax service cost under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum.

Pools & Spa consumables	\$5,677.75	\$6,110	The budget was based on an average of previous years expenditure.
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### 3.5. Improvement fund (see Addendum 1.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$2,148.43
  - Remaining allocation: \$24,100.57

### 3.6. Levy Arrears (as of 02/05/2025) = \$29,811.76 (GST incl).

#### 3.6.1 45 units are in arrears.

- 39 units have debts of less than \$400.
- 6 units have not made a payment towards the levy due on 1 March. These owners are currently being charged interest on their outstanding debt.

#### 3.6.2 One unit is of continuing concern: Unit 175 - Total arrears = \$7,387.51

On 15 March 2025, Unit 175 proposed a repayment schedule of fortnightly payments of \$537.24 over the course of 26 fortnights (12 months) totalling \$13,968.24.

The Committee considered this offer at its meeting on 15 April and accepted the proposal subject to an unanimously agreed set of terms and conditions. Bright & Duggan was authorised to instruct Grace Lawyers accordingly, which it did on 17 April 2025.

Instead, on 28 April 2025, Grace Lawyers returned with a counteroffer to the Executive Committee summarised as follows:

*"We recommend forwarding the counteroffer to the debtor for \$9,276.79 payable by 17 fortnightly installments of \$537.24 and a final installment of due on 18 December 2025. This counteroffer did not include payments of levies due on 1 September and 1 December which must be paid in full and on time. The interest waiver should only be offered if the payment plan and timely payment of future levies are met. Once the payment plan is satisfied, Unit 175 ledger is revised with interest incurred between 28 April 2025 and 18 December 2025 waived and credited back to the account".*

The Executive Committee was not satisfied with the Grace counteroffer. Their proposed repayment schedule does not take into consideration levies due 1 September and 1 December. It is highly unlikely that Ms Khan will have the ability to pay the future levies on time and in full, as noted by Grace Lawyers, in addition to the proposed fortnightly installments.

On 29 April 2025, Committee members agreed out-of-session for the Treasurer to instruct Bright & Duggan as follows:

*"UP4787 Executive Committee does not accept Grace Lawyers' counteroffer to Ms Khan Unit 175. Please direct Grace Lawyers to implement the following instructions:*

*The Committee agrees to accept the fortnightly repayment proposal from the owner of Unit 175, subject to these terms:*

- 1) *The owner must commit to a regular repayment of \$537.24 per fortnight starting 24 April 2025.*

- 2) *This payment schedule must continue until all current arrears, legal fees, and future levies (due on 1 September 2025 (\$1,352.04), 1 December 2025 (TBA), and 1 March 2026 (TBA)) are paid in full.*
- 3) *As long as repayments are made as scheduled, the UP4787 Executive Committee agrees to waive interest charges on the outstanding debt.*
- 4) *Missing a payment will result in immediate interest charges on the outstanding debt.*
- 5) *Unit 175 has seven days to agree to the payment plan.*
- 6) *If the debtor defaults on this arrangement, Grace Lawyers will be instructed to commence legal action to recover the outstanding amount.*

*The following repayment plan is proposed (a detailed fortnightly table was included).*

*The EC agrees with the Grace recommendation that to avoid additional costs, Grace follow their usual protocol for payment plans for a fixed fee of \$300.00 (plus GST and disbursements) which encompasses all the work undertaken in corresponding with the debtor to negotiate the payment plan as well as monitoring the debtors compliance with the agreed payment plan until the final instalment is due. ”*

The Treasurer advised the meeting that Unit 175's Ledger confirms that fortnightly payments of \$537.34 were received on 31 March, 14 April, and 28 April 2025. Unit 175 debt has reduced by \$1,018 since the April EC meeting on 15 April 2025.

The Committee unanimously agreed to ratify the out-of-session decision on 29 April 2025 to instruct Grace Lawyers to implement the EC's endorsed Unit 175's repayment proposal.

## 4. MATTERS FOR DECISION

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**4.1. Rule Infringement Notice.** On 17 April, the tenant of unit 233 was issued with a third warning for parking in the trade parking bays over an extended period. The Committee agreed out-of-session this action warranted a formal breach of House Rule 17. On 24 April, Bright & Duggan issued a Rule Infringement Notice (RIN) with the associated administrative fee of \$180 to the owner of the responsible unit. To address a recurrence, the Strata Manager issued a Notice to Remedy to the owner's property manager. Noting that the resident's vehicle was a clearly branded work vehicle, the Facilities Manager contacted the resident's work supervisor to discuss the breach of house rules.

The Committee agreed to ratify this out-of-session decision.

**4.2. Fire Hydrant System – 5 Year Maintenance.** Every five years, in accordance with AS1851-2012, the entire fire hydrant and booster system must be overhauled or replaced with new equipment.

CEFA submitted a quote for the Fire Hydrant – 5-year maintenance (quote #1469 for \$36,020 ex GST) on 22 April covering:

- \$22,620 ex GST for the replacement of 74 hydrants and 4 single entry boosters;
- \$7,950 ex GST for overhaul of 4 x 150mm and 4 x 50mm Bermad pressure relief valves; and
- \$5,450 ex GST for booster flow and hydrostatic testing across the entire system.

CEFA also advised on 18 March that 4 x 50mm geared butterfly valves need to be installed at discharge points in the Level 5 fire stairs (both North and South Towers). Their quote (#1467 of 18 March) is for \$3,960 ex GST.

The Treasurer noted that the 2024/25 Admin Budget only allocated \$18,010 towards the 5-year maintenance of the Fire Hydrant system. The Budget:

- accounted for the replacement of 41 hydrants + six valves @ \$330 (\$15,510), leaving a shortfall of \$7,110 to replace the additional 33 hydrants. The BM confirmed the number of hydrants is 74 and that this additional maintenance is required. The Asset Register has been updated.

- did not account for the overhaul of the Bermad pressure relief valves @ \$7,950.
- allocated only \$2,500 for the hydrostatic testing, leaving a shortfall of \$2,950.
- did not account for the \$3,960 to install 4 x 50mm geared butterfly valves at discharge points on Level 5. The BM advised that the hydrostatic testing cannot occur until the valves are installed.

Notwithstanding, given prudent budget management, the Treasurer is confident there is sufficient capacity in the administrative fund to pay the total shortfall of \$21,970 for the Fire Hydrant System – 5 Year Maintenance costs.

The Committee accepted both CEFA quotations (#1467 of 18 March for \$3,960 ex GST and #1469 of 22 April for \$36,020 ex GST) and authorised Bright & Duggan to issue the work order. The Building Manager is asked to monitor the performance of this work.

**4.3. Plumbing and Drainage - Preventative Maintenance.** Water Tight's 3-year Building Services Agreement for plumbing and drainage preventative maintenance expires on 30 June 2025. At the Committee's request, Water Tight submitted a quote for another 3-year Agreement on 30 April (quote #36283 for \$3,263.15 ex GST from 1 July 2025).

Water Tight proposes to move from quarterly to six-monthly servicing, based on asset performance and site data, and has offered a \$900 discount on the Maintenance Plan setup. The new 3-year quote compares favourably with the final year of the current Agreement (28.8% reduction) and increases by just 3.75% on 1 July each subsequent year.

The Committee accepted the Water Tight quote in-principle and agreed to include this as part of a new 3-year Building Services Agreement (BSA – see item 5.2). The BSA would set out the proposed schedule of work under the new contract and the service and general maintenance standards to be met.

The Committee agreed to finalise the proposed BSA this week so the Strata Manager can forward it to Water Tight for consideration. Water Tight would be invited to identify their callout fees for any unscheduled maintenance as this is not identified in their quote.

**4.4. Garage Drainage - Drip Tray.** Unit 266 has had ongoing water drainage issues in their Basement 1 garage (from the garden bed above) which can also affect Basement 2 during periods of heavy rain. The Building Manager has sought various remedies. A cost-effective solution is to install a 50mm galvanised drip tray that is diverted into a nearby 40mm drain. Water Tight's quote for this work is \$1,717.05 ex GST (quote #35902 of 14 April).

The Committee accepted Water Tight's quote and authorised the Strata Manager to issue the work order.

**4.5. Additional Wheelie Bins.** Following discussion at the 18 March EC meeting, the Building Manager sought a revised quote from People-in-Plastic for 4 x 360 litre wheelie bins (3 yellow lids, 1 red lid). Their quote totals \$852.16 ex GST, including freight and the pallet (quote #150662 of 1 May). This compares with 6 bins for \$1,094.14 ex GST quoted previously.

The Committee accepted People-in-Plastic's quote (#150662) and authorised the Strata Manager to issue the work order.

**4.6. Fermax Intercom Handsets.** Given the continuing issues some owners are having with their Fermax intercom handsets, and the significant callout charge for Fermax to replace handsets, the Committee agreed to buy three audio handsets and one Wifi video screen handset as on-site spares that are available for owner purchase. Estimated costs are:

- FER-4333, DUOX PLUS VEO Telephone, @\$155 ex GST.
- FER-9449, 4.3" Wifi Colour DUOX PLUS VEO-XS Hands-Free Monitor, @\$920 ex GST.

These handsets will be held on site by the Building Manager. When a unit intercom stops working and the handset is suspected to be faulty, a unit owner can purchase one of these handsets (they

will be billed by Bright & Duggan) and fit it themselves, saving on the callout cost from Fermax. The Building Manager will then order another handset as its replacement.

The Committee authorised Bright & Duggan to issue a work order to Fermax for the purchase of four intercom units (three audio, one Wifi colour) and requested the Building Manager to arrange for prompt delivery. One audio handset is already allocated, so three will be held as spare.

## 5. MATTERS FOR DISCUSSION

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**5.1. Fire Alarm - 22 April.** This false alarm was triggered by someone damaging the fire brigade call button on the 2nd floor of the South Tower around 8.45 pm on Tuesday, 22 April. The Committee asked the Strata Manager to keep everyone informed and an email notification was sent to all residents the following day.

Four Committee members held an informal meeting on 25 April as they were concerned this is the third case of vandalism on this floor in the last six months, and the 5th case in two years. Apart from being unnecessarily disruptive to residents, the Owners Corporation was charged \$247.50 to replace the damaged call button. The Owners Corporation may also be faced with an unnecessary fire brigade call out fee (in the vicinity of \$1,600).

The Committee believes there is a need for improved surveillance on any floor level where vandalism is occurring, especially in relation to fire safety. Following the meeting, the Building Manager has been asked to obtain a quote from ARA Security Services for the installation on an addition security camera on this level.

**5.2. Building Service Agreements (BSA).** As we operate a “Schedule of Work” model for all major repairs and maintenance work at the Ivy, the Committee agreed we should continue the Building Services Agreement approach (previously used by Vantage Strata) for large, multi-year contracts and for service providers offering multiple (e.g. weekly or monthly) servicing on annual contracts.

Where the service provider does not provide a suitable document specifying the agreed contract services, the BSA would set out standard terms and conditions and the defined Schedule of Work which the service provider then commits to. One-off contracts or individual quotes would continue to be handled through the standard work order process.

The Committee agreed to refine the draft BSA template so that it reflects the current requirements of each of the major contracts required by The Ivy (see items 5.3, 5.4 and 5.5). The Strata Manager and Facilities Manager are contributing to this process.

**5.3. Pool and Spa Maintenance Contract.** The current one-year pool contract (Total Pools) expired on 28 April 2025. At the Committee’s request, Total Pools submitted several versions of a 3-year maintenance agreement offering different levels and frequency of service. However, these quotes included significant increases to the hourly charge rate (27.3% over three years - from \$110 to \$140 per hour) and didn’t include any concession for the recent higher costs of consumables. Given the price increase, the Committee agreed at its 15 April meeting to offer only a one-year contract (BSA).

The Committee noted Total Pools is proposing to service the indoor pool and spa twice a week (on Wednesday and Friday) throughout the year and the outdoor pool once a week (Friday) in the winter months and twice a week (Wednesday and Friday) during the summer months. This will be reflected in the proposed BSA, although the Committee will explore which days are available.

The Committee is happy with the standard of servicing being provided by Total Pools as the pools and spa are being maintained in good condition, enhanced by the upgraded equipment that has been installed including water filters, chemical dosing units and UV filters. The level of servicing (and charging) reflects the actual work that is done and can vary each week.

The Committee agreed to develop a BSA for a one-year pool cleaning contract based on the Total Pools quote and with input from the Building and Strata Managers. Two additional requirements, compared with the current contract, are:

- Total Pools should vacuum the indoor pool and spa regularly each week (Friday), rather than being optional. Mandatory vacuuming of the outdoor pool every week is not as critical as the Building Manager deploys the Dolphin robot pool cleaner 2-3 times a week, depending on seasonal requirements.
- The scum lines on the both the indoor pool/spa and the outdoor pool should be cleaned twice a year at the start and end of each season (i.e. in March and September).

**5.4. Main Cleaning Contract.** The current 3-year main cleaning contract (M&M Rolfe) expires on 27 August 2025. While there have been various concerns, recent Building Condition Reports note there has been some improvement. Committee members met on 25 April to review the defined scope of work for this contract.

The Committee agreed to develop a BSA for the main cleaning contract and to discuss these requirements with the Facilities and Building Managers on 9 May 2025. The Strata Manager is asked to identify suitable major cleaning contractors with a view to putting the contract out to tender next month.

**5.5. Garden Maintenance Contract.** Committee members had an initial discussion on 25 April about garden maintenance and agreed to refine the future scope of work for this 3-year contract in consultation with the Building Manager. The current contract with All Seasons Horticultural expires on 27 September 2025.

The Committee noted there will be an increasing workload in maintaining the Ivy's gardens and grounds to the required standard, given these are now well established after five years, and that a significant increase in garden maintenance is likely to be necessary going forward.

The Committee also noted special attention needs to be paid to the irrigation system, especially when new plants are installed. It was agreed that a complex wide irrigation audit is overdue (it is part of the current contract). Guy Hutchison agreed to work with the Building Manager to ensure this is carried out.

**5.6. Carpet Cleaning Contract.** The Committee confirmed at its 15 April meeting that Transform Carpets was its preferred carpet cleaning provider for the next 3-year period. The Building Manager has been asked to obtain a quote providing for two full complex cleans each year. The next full clean is due in October.

**5.7. Ivy Improvement Proposal – New Ivy Street Signage.** The Committee has progressed a proposal to improve the aesthetics of the front entrance and enhance the visibility of our Ivy signage, especially at night. Integrity Signs provided a quotation for the two location options under EC consideration - \$3,500 ex GST for a back-lit mounted sign on the pedestrian walkway wall and \$5,000 ex GST for a pillar mounted sign in the front garden bed.

The Committee confirmed its preference for the pedestrian walkway option (see Addendum 2) as this avoids the need for construction of pillar mounting and is a considerable saving on that option. The Committee accepted the Integrity Signs quote for the back-lit mounted sign (\$3,500 ex GST of May 2025) and authorised Bright & Duggan to issue the work order.

The Building Manager is asked to obtain quotes from both Maritex and GMH Electrical for an all-weather 240V electrical connection to this light fitting on the pedestrian walkway wall (common property that adjoins Townhouse 274) and to advise the owners of this unit of the proposed plans.

As additional lighting is proposed for the driveway entrance, Maritex is also asked to provide a quote for a single pole light against the garden wall on the driveway side of the front garden bed (next to the Ivy address), of similar capacity to that installed near the basement entry down ramp last year.

**5.8. Yoga Room – Acoustic Testing.** Committee members agreed on 15 April to appoint DDEG to conduct acoustic testing of the Yoga Room. The Building Manager has followed up with DDEG but is still waiting on advice on when they will proceed.

**5.9. Flooring - Acoustic Engineering Report.** A small committee working group was asked to bring back advice to the Committee.

**5.10. Origin Centralised Energy Services.** As agreed at its March meeting, the Committee wrote to Origin Energy on 25 March 2025 seeking additional details on their centralised energy proposal for a replacement gas hot water system (at an estimated capital cost of \$207,000).

The Committee noted we have yet to receive a written response to our letter and that the Origin Energy representative is on leave until 6 May 2025.

The Committee also noted publicly available advice from Tom Martin, head of Water Tight, confirms the difficulty of installing electric hot water heat pump systems as an alternative to natural gas systems in existing complexes, given the excessive weight of larger water tanks, the much larger area required for all plant and equipment, and the difficulties of loading these onto the South Tower roof. The Committee is satisfied an electric HW heat pump system is not an option in current circumstances.

The Strata Manager is asked to contact Tom Martin to seek his advice on the efficacy of Origin Energy's HW gas proposal as soon as specific details are received, and to seek his general guidance on the best way forward.

**5.11. Replanting of Front Driveway Hedge.** The Building Manager has requested additional quotes from Outscapes and Garden Wise (as well as All Seasons). He is waiting on a response.

**5.12. Common Area Pest Spray.** As requested at the last EC meeting, the Committee's preferred option is to accept Hart Pest Management's previous quote for regular, 6-monthly pest sprays of \$850 ex GST per spray (26 Nov 2024), rather than a single annual service (\$1,020 ex GST fixed for 3 years).

The Building Manager has sought a response from Hart Pest Management and is asked to follow up.

**5.13. Bulky Waste Pickup.** Following an owner request, the Committee has been exploring the possibility of a bulky waste pickup for Ivy residents (Oaks Arbour had a pickup on 2 April). There are quite specific steps involved as the process is open to abuse from people dumping domestic rubbish that is not bulk waste. An ACT government multi-unit bulky waste booking requires the Strata Manager to complete an online booking for the complex. This must include specific details on the total number of units participating in the pickup and the waste items to be disposed from each participating unit.

While there are considerable reservations, Committee members indicated they are willing to consider a future bulky waste pick-up as a trial, noting their concern that not all residents will respect the process and may dump unapproved items (e.g. mattresses, flammable material) including kitchen waste and other garbage, that could result in the need for a significant clean-up and additional costs to the Owners Corporation. The Strata Manager advised that a survey of interested residents is required before proceeding and appropriate measures need to be put in place for supervision and non-compliance.

The Committee agreed to work with the Strata Manager to ascertain if an acceptable process can be developed.

**5.14. Outdoor Tiling and Paving – Pressure Cleaning.** As it is twelve months since these areas have been pressure cleaned, the Committee authorised the Building Manager to obtain quotes from Transform Carpets (who did it last time) and M&M Rolfe. The pressure clean should include around the mailbox and planter wall edges and the bases of the white planter pots near the front entry, as well as the west side walkway around the building (where pavers are marked).

**5.15. Pool and Spa Temperatures.** Some owners have commented recently that the indoor pool and spa temperatures appear somewhat variable and tended to be cool. The BM confirmed that the heater settings were set too low, and the heater temperature settings were subsequently reset to previously agreed values of 33 degrees for the indoor pool and 38 degrees for the spa.

Following discussion, the Committee agreed to target a more consistent water temperature in the indoor pool of 32 degrees and in the spa of 38 degrees. Members will monitor water temperatures over the next month with a view to having the indoor pool and spa heaters adjusted so that the set temperature achieves the desired water temperature. The heater temperature settings of the outdoor pool will be reviewed before the heaters are turned on again in October.

**5.16. Facilities Management Review.** The 4 monthly review meeting with Point FS is this Friday, 9 May. The Committee briefly discussed the matters it wishes to raise, noting this is aimed at a more forward looking, planning session.

## **6. MATTERS FOR NOTING.**

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**6.1. AGM Date.** The 7<sup>th</sup> Annual General Meeting (AGM) of the Owners Corporation is scheduled to be held on **Monday, 3 November 2025** (subject to venue booking confirmation). Owners are advised to place this date in their calendars.

**6.2. Quarterly Levy Contributions.** Bright & Duggan has circulated notices of the next quarter's levy contributions that are due on 1 June 2025. Owners are reminded that overdue accounts are attracting interest charges at 10% pa, including for partial amounts unpaid.

**6.3. Breach of House Rules.** Warning notices (Rule 17) were issued to the two owners as they or their tenant / visitor parked in the front driveway for an extended period.

**6.4. 6-year Structural Defects Warranty.** The Sellick Consulting representative was on-site from 29 April to 2 May to commence the 6-year structural assessment and defect reporting process. The Committee has provided relevant information to the consultant and is grateful to both Matt Benedetti (Facilities Manager) and Matt Lam (Building Manager) for assisting with this assessment.

**6.5. Natural Gas Contract – Pool Heating.** In 2023, we changed over to ActewAGL (from Origin Energy) for the supply of natural gas to heat our pools and spa. The current Business Energy Agreement has been rolled over again with the agreement of both parties from 28 April 2025. ActewAGL has confirmed we will continue to receive their highest discount (15%) for a further 12-month period. As natural gas reference prices will be updated on 1 July 2025, the Committee has asked to be kept informed so we can monitor for budgeting purposes.

**6.6. Spa Maintenance.** The spa vent cover has been damaged and had to be replaced. The spa aerator/blower circuit failed and was repaired by Maritex on 5 May. Handrail repair and some resealing work will be scheduled in the coming month. The spa will be emptied for up to 48 hrs to complete this work.

**6.7. Sauna Repairs.** Sauna heater elements failed just before Easter causing the sauna to be non-operational. Maritex investigated and returned the sauna to operation, but some heater elements remain inoperable and all need to be replaced. There are also signs of deterioration in the timber benches which is being monitored by the Building Manager.

Maritex provided a quote (not available at the time of the meeting) for replacing the 6 sauna heaters (QU83395 of 6 May for \$1,572 ex GST). Committee members agreed immediately after the meeting to accept this quote and authorised Bright and Duggan to issue the work order.

**6.8. South Tower Curtain Wall.** Taylors Windows was on site 1-2 May to start addressing the long-standing water ingress issues in the South Tower curtain wall. They are also required re-seal under the

base clips on all fire louvre windows as owners had previously reported water ingress on some levels. Milin Builders has insisted the louvre windows on all levels of the curtain wall be re-sealed.

**6.9. Balustrade Spacers.** ABS Facades has completed replacement of balustrade washers across the entire building, except for 3 units where they were prevented from gaining access. The Building Manager is following up with ABS Façade and these three residents to have the units addressed.

**6.10. Cleaning of Inaccessible Windows and Balustrades.** Vertical Rope Access is due to complete cleaning of inaccessible windows in the Townhouses and the external side of their glass balustrades on 7 May. The Building Manager is following up reports some unit balustrades in the main building may have been missed and will instruct Vertical Rope Access to remedy.

**6.11. Lift Buttons.** Otis has advised they will no longer provide replacement buttons to Level 7 in the South Tower lifts free of charge as they have previously done on several occasions, as they are seeing an excessive number of these failing and this appears to be due to excessive use of force. Residents are advised that activation of the lift buttons just requires a gentle press; excessive force causes the plastic clips that retain the covers to fail, and the button covers then fall off.

**6.12. Ivy Gardeners.** The “Ivy Gardeners” met on 1 May. The silver moon plants are being progressively hedged by All Seasons and are looking good. The Ivy Gardeners have been cleaning the white planter walls and planted and mulched 15 dwarf bottle brush in the north garden. The Building Manager has been given a list of pruning and trimming needs to discuss with All Seasons.

**6.13. Garbage Collection.** JJ’s Waste and Recycling is the new service provider for the collection of household bins in the ACT from 28 April 2025 (previously this was Veolia). There have been some teething problems with this transition, and the Building Manager has been working to resolve instances of delayed collection.

**6.14. Refuse Rooms.** Some residents are still dumping garbage in refuse rooms, including cardboard boxes that are too large to fit in the 360 litre bins. It is not your neighbours' job or the cleaners' job to remove your rubbish. Please take all packaging down to the cardboard recycling hoppers in B1 south tower refuse room or take them to one of the ACT refuse centres.

**6.15. Pet Registration.** The owner of unit 127 has registered their black and white English cocker spaniel. Welcome to The Ivy’s pet community ‘Mr Fluff’.

**6.16. Microsoft 365 Subscription.** The Committee’s annual subscription was renewed on 5 May 2025.

**6.17. EC Action List.** With the assistance of the Strata Manager and Building Manager, the Committee has finalised another 69 action items since its last meeting on 15 April.

## **7. GENERAL BUSINESS**

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**7.1.** General Business. None.

## **8. MEETING CLOSURE**

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**8.1.** The meeting concluded at 10.55 am.

**8.2.** The next EC meeting can be scheduled for 9.00 am on Tuesday, 17 June 2025.

## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 2/05/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
ADMIN FUND					
TD01	25/04/2025	4.30%	3 months	\$163,627.57	25/07/2025
TDO3	24/02/2025	4.55%	3 months	\$161,854.25	26/05/2025
TD05	07/04/2025	4.50%	3 months	\$121,375.89	07/07/2025

**\$446,857.71**

SINKING FUND					
TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	25/02/2025	4.55%	3 months	\$89,271.64	25/05/2025
TD06	14/04/2025	4.40%	3 months	\$175,364.22	14/07/2025

**\$714,635.86**

### 1.2 IMPROVEMENT FUND

2% Ivy Improvement fund			\$26,249.00
20/11/24	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations / BM baby present	\$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	
	<b>Total</b>	<b>\$2,148.43</b>	
	<b>Total remaining</b>		<b>\$24,100.57</b>

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## ADDENDUM 2



# UNIT PLAN 4787 The IVY Improvement Proposal

**PROPOSAL TITLE: NEW IVY SIGNAGE**

<b>SUMMARY OF PROPOSAL:</b>	<b>IVY LOGO SIGNAGE – FRONT ENTRY DRIVEWAY</b>
<b>ESTIMATED COST:</b>	<b>\$6,500 ex GST</b>
<b>PROPOSED BY:</b>	Julianne O’Brien – Unit 52
<b>SECONDED BY:</b>	Don McLean – Unit 264
<b>DATE SUBMITTED TO EC:</b>	12/04/2025
<b>SUPPORTING DOCUMENTS:</b>	Proposed signage and location - attached

### DESCRIPTION

<b>PROPOSAL:</b>	Purchase and install a large rectangular, backlit sign with the white Ivy logo on the LHS front grey walkway wall.
<b>RATIONALE:</b>	<p>With the construction of Oaks 3, the current Ivy address is difficult to see, especially at night. The existing lettering is set too far back and is increasingly obscured. Many drivers overshoot or swerve at the last minute.</p> <p>New, back-lit signage (with the address underneath) can be installed on the grey concrete block wall adjacent to Townhouse 274 (common property) with ready access to an existing light circuit. This will improve the aesthetics of the front entrance and complement signage already along Irving Street.</p> <p>The Ivy Gardeners will trim the tree located in the driveway entrance to ensure visibility of the sign.</p>
<b>BENEFITS:</b>	Of benefit to all members of The Ivy Owners Corporation, especially for their guests and those who use mail, food delivery and taxi services.
<b>CONSULTATION:</b>	The Ivy’s Building Manager and Facilities Manager
<b>PRIORITY:</b>	Highly desirable
<b>TIMEFRAME:</b>	Preferably in 2025. Funds are available

### IVY EC CONSIDERATION

<b>EC MEETING DATE:</b>	<b>15 APRIL 2025</b>
<b>SUMMARY OF DISCUSSION</b>	<b>Agreed in-principle</b>
<b>BUDGET:</b>	<b>\$6,500 ex GST</b>
<b>ACTION:</b>	<b>Explore design / cost with ‘Integrity Signs’</b>

## PROPOSED SIGNAGE



### Notes:

- (1) The above sign is modelled of the Oaks Canopy equivalent signage which is 1110 mm high x 1010 mm wide.
  - Above diagram is scaled 11.1 cm high x 10.1 cm wide to be equivalent to Oaks Canopy sign dimensions.
  - For Ivy, the proposed sign would be white with black text and a black or grey 'THE Ivy' logo and utilising backlit edge lighting around the text and logo for nighttime visibility (equivalent to the Oaks Canopy signage backlighting, subject to the final design agreed with the provider).
- (2) Discussions with Kyle Abell of Integrity Signs (who Millin used for signage at Ivy and Oaks), indicate that a standalone plinth or pillar free standing sign as above would likely cost \$4,000 to \$6,500 for an installed sign.
  - This just needs to be connected to power (i.e. to the front garden lighting power).





FRONT WALKWAY



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Tuesday, 15 April 2025

**Time:** 9.27 am

## 1. MEETING FORMALITIES

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### 1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Guy Hutchison, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan), Carol van Gelder (from item 3.4), Donna Macpherson (from item 4.3).

Apologies: Martin Caddick.

### 1.2. Conflicts of Interest. None noted.

**1.3. Previous Meeting Minutes.** The Minutes of the EC's meeting on Tuesday, 18 March are confirmed.

## 2. BUILDING & FACILITIES MANAGEMENT

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**2.1. Building Condition Report** (9 April 2025) – Rating 66/75 (88%). Bright & Duggan is authorised to email this Building Condition Report to Ivy owners for information.

As noted in the Report, the Building Manager requested a work order under his Authorised Expenditure Limit (AEL) for the following minor maintenance:

- An additional bollard for the front pedestrian walkway (already installed).

The Report highlights several current concerns:

- The expansion joint in the front walkway continues to deteriorate (see item 5.4).
- Continued breaches of House Rules by residents parking in the front driveway (item 6.2).
- The sauna stopped working over last weekend and priority repairs are required to the heating elements (see item 4.7). There are also signs of deterioration underneath the seats (this is being monitored).

Owners and residents are advised that:

- There is still an issue with water ingress in the South Tower Curtain Wall (the Building Manager is pushing Milin to have this addressed).
- There is an opportunity to join the Ivy Gardeners for those interested (item 5.10).
- Heating of the outdoor pool has been turned off with the end to daylight saving (item 6.3).

### 3. TREASURER’S REPORT AND LEVY SITUATION

#### 3.1. Overall Financial Position @ 10 April 2025

##### 3.1.1. Total Owners Funds: \$1,276,899.21

- Administration Fund - \$578,644.72
- Sinking Fund - \$698,254.49

##### 3.1.2. Owners Net Assets: \$1,276,899.21

- Assets = \$1,316,653.44
- Liabilities = \$39,754.23

##### 3.1.3. Cash Accounts

- Admin fund = \$127,166.55
- Sinking Fund = \$95,236.98

##### 3.1.4. Investment Accounts (see Addendum 1)

- Admin Fund Investments = \$445,022.58
- Sinking Fund Investments = \$617,762.20

**3.2. Investment activity.** The following investment activity has been undertaken since the Committee’s last meeting on 18 March 2025 (see Addendum 1.1):

**3.2.1. TD05 Admin Fund:** matured on 07/04/25. \$121,375.89 (\$120,000 plus \$1,375.89 interest) was invested for 3 months at 4.5%.

**3.2.2. TD06 Sinking Fund:** matured on 14/04/25. The committee is waiting on confirmation from Macquarie Bank that the current principal (\$78,490.56) plus sinking fund cash account balance (currently \$95,236.98) plus accrued interest plus \$402.50 reimbursement was invested for three months at best interest rate.

**3.3. Financial decisions.** The Treasurer recommends that the Committee directs Bright & Duggan to undertake the following investment activity.

**3.3.1. Administrative Fund:** TD01 matures on 25/04/25. On maturity, reinvest current principal (\$161,792.44) plus interest for 3 months at best interest rate.

The Committee agreed with the Treasurer’s recommendation.

**3.4. Admin Budget – Areas of concern.** After six months, most budget line items are either on budget or expenditure is less than allocated. We are significantly overspent in the following categories.

Description	Spent to date	2024-25 Budget	
R&M - Building	\$13,896.65	\$3,000	New category created in 2024/25 to capture unscheduled building repair & maintenance to inform future budget forecasting. In previous the repair costs would have been captured in the 5% contingency category.
R&M - Plumbing (Hydraulics)	\$13,228.35	\$11,069	In addition to unscheduled replacement of U132 hot water meter and repair to leaking pipe, over \$10,000 spent to date on water hammer issues

Security - service contracts	\$3,807.00	\$3,583	Fermax service under budgeted @ six monthly service at \$1,343.50 per annum. Should be quarterly service at \$2,687 per annum.
Pools & Spa consumables	\$5,677.75	\$6,110	The budget was based on an average of previous years expenditure.

### 3.5. Improvement fund (see Addendum 1.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$2,018.43
  - Remaining allocation: \$24,230.57

### 3.6. Levy Arrears (as of 11/4/2025) = \$29,811.76 (GST incl).

#### 3.6.1. 47 units are in arrears.

- 12 units have not made a payment towards the levy due on 1 March. These owners are currently being charged interest on the outstanding debt.
- 34 units have debts of less than \$400.

#### 3.6.2. One unit is of serious concern: Unit 175 - Total arrears = \$8,405.

- According to Grace Lawyers, Unit 175 proposed the following fortnightly payment plan on 14 March 2025:

*“Commencing on 28 March 2025, I will make fortnightly payments of \$537.24 over the course of 26 fortnights (12 months), This arrangement will ensure that the outstanding balance of \$9,101.27, along with the future total of \$5,404 (3 levies for the remainder of 2025 and the first two levies for 2026), is settled in full. The final payment will be made on 27 March 2026.”*

- The Committee received the following advice from Grace Lawyers on 26 March 2025:

*“We refer to the above matter and correspondence from the debtor. A Letter to Debtor was issued on 12 February 2025 requesting full payment of \$8,098.00 within 14 days. This amount was inclusive of the remaining judgment debts being \$135.64 and \$3,034.74. Upon perusal of the attached ledger we note that \$610.00 has been received since the LD was issued to satisfy the first judgment debt and reduce the remaining judgment to \$2,560.38.*

*We have since been contacted by the debtor who proposes to make payment of the amount of \$14,505.27 (comprised of the amount of \$9,101.27 per the ledger dated 10 March 2025 plus future levies in the sum of \$5,404.00) by way of instalments.*

*The payments and dates that has been proposed are outlined below:*

1. *Payment to be made 28 March 2025 - \$537.24 (Received)*
2. *Payment to be made 10 April 2025 - \$537.24 (\$72.76 received)*
3. *Payments of \$537.24 every fortnight thereafter until the TOTAL plus future levies is paid in full.*

***TOTAL: \$14,505.27 (TOTAL includes alleged amount of any further levies due 1/6/2025, 1/9/2025/, 1/12/2025 and 1/3/2026).***

*As stated below, the debtor wishes to include payment of future levies in the sum of \$5,404.00 in their payment proposal for the period of 12 months (levies due 1/6/2025, 1/9/2025, 1/12/2025 and 1/3/2026). Provided that the quarterly levy amounts do not change, we note that based off the latest levy of \$1,352.04, the actual amount for the 4 quarters is \$5,408.16.*

*Even though the recent payments have put the debtor a month in advance, we note that the LD was issued in response to the debtor breaching the amended orders allowing her to pay the judgment debt of \$4,634.74 in fortnightly instalments of \$200.00.*

*Given the history of this file, we would now recommend notifying the debtor that their proposal has been rejected due to non-compliance with a previous payment plan as well as proceeding enforcement of the remaining judgment debt.”*

The Committee noted the arrears ledger for Unit 175 confirms payments of \$537.24 were received by 28 March and 10 April.

### **EC Agreed Outcome (unanimous decision) – Unit 175**

Following discussion, the Committee agreed to accept the fortnightly repayment proposal from the owner of Unit 175 (to address both current arrears debt and future levy contributions that will accrue in 2025 and for the first half of 2026) subject to following terms being included and accepted by the owner in their repayment agreement:

1. The owner of Unit 175 must sign a formal agreement, prepared and witnessed by Grace Lawyers, committing to a minimum, regular repayment schedule of \$537.24 per fortnight from 24 April 2025.
2. The agreement does not conclude on 27 March 2026. The repayment schedule of \$537.24 per fortnight must continue until all current arrears, associated legal fees and future levies (due on 1 June 2025, 1 September 2025, 1 December 2025, 1 March 2026 and 1 June 2026) are paid in full.
3. The owner of Unit 175 acknowledges that if a single fortnightly repayment is not made by the due date, Grace Lawyers is authorised to immediately commence legal action to recover the total outstanding debt.
4. Provided this minimum fortnightly repayment schedule is strictly adhered to, the UP4787 Executive Committee agrees to waive interest charges on the outstanding debt.
5. However, if the owner of Unit 175 misses a fortnightly repayment, or does not pay the minimum amount required each fortnight, interest will be charged immediately on the total outstanding debt from that date. Interest charges (and any associated legal or other fees) will be added to the outstanding debt.

The Committee authorised Bright & Duggan to instruct Grace Lawyers to implement a signed agreement with the owner of Unit 175 on the above terms. Bright & Duggan is requested to keep the Committee informed on the progress of this repayment schedule each month.

## **4. MATTERS FOR DECISION**

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**4.1. Unit 201 Alteration Application.** On 27 March, the owner of Unit 201 submitted an alteration application (and plans) for an A/C multi-unit using the same external footprint, along with installing curtains. The Building Manager assessed and endorsed the application, and the Committee agreed out-of-session to approve these alterations on 28 March. Bright & Duggan advised the owner to proceed.

The Committee agreed to ratify this out-of-session decision.

**4.2. Yoga Room – Acoustic Testing.** Committee members agreed on 29 March to accelerate acoustic testing of the Yoga Room so that we can initiate work on the Ivy Improvement Proposal agreed at the 6<sup>th</sup> AGM. The Building Manager sent out a Request for Quotation to three firms on 31 March 2025. Responses have been received from the three firms:

- BSE – Quote 20250038 of 10 Apr 25 for \$3,800 ex GST.
- DDEG – Quote 212990 Rev 1 of 14 Apr 25 for \$5,950 ex GST.
- WSP – Quote PP222181 of 11 Apr 25 for \$6,800 ex GST.

The Committee accepted the quote from DDEG as best meeting the RFQ requirements and authorised Bright & Duggan to issue the work order (Quote 212990 Rev 1 of 14 Apr 25 for \$5,950 ex GST). The Building Manager is requested to follow-up with DDEG and advise the other applicants.

Owners interested in joining an EC sub-committee to progress the refurbishment of the Yoga Room are invited to contact members of the Committee or provide their contact details to the Building Manager.

**4.3. Artificial Lawns – No Pee or Poo!** The Owners Corporation agreed to a rule change at the 6<sup>th</sup> AGM that pets must not be allowed to pee or poo on common property (Rule 5(a) (iv)).

Unfortunately, some dog owners are ignoring this rule. The artificial turf at the front of The Ivy has a strong odour of urine as a result.

The Committee agreed out-of-session on 1 April to engage Transform Carpets to sanitise, pressure clean and deodorise the artificial turf. The Strata Manager issued the work order for Transform Carpets on 2 April.

The Committee also agreed on 2 April to place additional signs near the front and rear artificial grass areas to remind dog owners of the rule and will monitor the situation. The Building Manager was authorised to purchase and install these signs under his authorised expenditure limit (AEL).

The Committee agreed to ratify these out-of-session decisions.

**4.4. Pool and Spa Maintenance.** The current one-year contract (Total Pools) expires on 28 April 2025. At the Committee's request, Total Pools has submitted several versions of a 3-year maintenance agreement offering different levels and frequency of service. However, they all significantly increase the hourly rate to be charged (27.3% over three years - from \$110 to \$140 per hour) and there is no concession for the recent higher costs that have been occurring for consumables.

Following discussion, the Committee confirmed its preference for a one-year contract at this stage, given the proposed large price increase. The Committee agreed to review its service level requirements in conjunction with the Facilities Manager and to respond to Total Pools as soon as possible.

**4.5. Common Area Pest Spray.** As requested at the last EC meeting, Hart Pest Management quoted for an annual pest spray of all common areas and the external perimeter of buildings/walls up to 4m high (quote QU-1020 for \$1,020 ex GST of 7 Apr 25). They have offered to keep this annual rate unchanged for 3 years until May 2028. However, their previous quote for regular, 6-monthly pest sprays was \$850 ex GST per spray (26 Nov 2024).

Assuming the Nov 2024 quote still holds, the Committee confirmed its preference is for a bi-annual pest spray of the Ivy's grounds and common areas and requested the Facilities Manager to formalise.

**4.6. Electric Pallet Jack.** Crown has finally submitted a 3-year Maintenance and Safety Plan for 6 monthly servicing of the electric pallet jack (quote 6A333193R of 4 April 25). This is on the same terms as the Nov 2022 agreement at a fixed price of \$366 ex GST for each 6-monthly service until April 2028 (includes consumables, environmental levy and labour costs, but excludes parts).

The Committee accepted this quote, noting it is within the current budget allowance of \$1,206.40 ex GST and compares favourably with last November's one-off service charge of \$594 ex GST. The Committee thanked the Building Manager for following up with Crown and authorised Bright & Duggan to issue the work order for this 3-year agreement.

**4.7. Sauna Repairs.** The Facilities Manager advised on 14 April that a heater element in the sauna is broken/worn out causing the circuit breaker to trip and stopping the sauna from working. An out of order sign has been placed over the controller.

The Committee agreed this repair is a priority, given the Easter weekend. It authorised Bright & Duggan to issue a work order to Maritex and requested the Facilities Manager to organise as soon as possible. The Committee noted that sauna requires regular daily checking and requested the Building Manager to keep them informed.

## 5. MATTERS FOR DISCUSSION

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**5.1. Origin Centralised Energy Services.** As agreed at its last meeting, the Committee wrote to Origin Energy on 25 March 2025 seeking additional details on their centralised energy proposal (replacement of the gas hot water system and new gas and electricity embedded network pricing), requesting that they provide copies of their proposed new gas and electricity contracts and extend the validity period for EC consideration of their offer past 9 April.

The letter advised the Committee was disappointed that Origin Energy has ruled out replacing the gas hot water system with commercial electrical heat pumps. The Committee was particularly anxious to ascertain whether the proposed new contracts will be in the best long-term interests of all Ivy owners, given the estimated \$207,000 replacement cost will be fully recovered in future pricing of our gas hot water bills over the next 5 to 10 years.

The Committee noted we have yet to receive a written response to our letter (as of 15 April) and that the Origin Energy representative is on leave until 6 May 2025.

**5.2. 6-year Structural Defects.** The Committee noted that at its last meeting it had agreed in-principle to appoint Sellick Consultants for items 2-8 of the Structural Defects RFQ.

- The Strata Manager has since confirmed that Sellick will undertake this assessment without changing their original contract price and they have already allocated the project to one of their technicians (Rod).
- Subject to this confirmation, the Committee had also agreed in-principle to engage ABS Façade for the façade inspection of the RFQ (item 1).

In confirming these arrangements, the Committee formally agreed to appoint Sellick Consultants and authorised Bright & Duggan to issue the work order for items 2-8 (Ref 240709 of 13 Aug 2024 for \$17,550 ex GST).

- The Committee also agreed to appoint ABS Façade to undertake the façade inspection and authorised Bright & Duggan to issue the work order (Quote of 3 Mar 2025 for \$8,650 ex GST).

The Building Manager is asked to ensure that comprehensive information on all structural defects we have managed (or are aware of) over the past 5 years, including those Milin has addressed, is provided to Sellick Consultants and ABS Façade, and that these matters are addressed in their assessments. Committee members can assist in preparing this material.

The Building Manager is also asked to liaise with both Sellick and ABS Façade regarding their proposed timing, documentation and reporting processes and advise the Committee accordingly.

**5.3. Acoustic Engineering Report.** The Committee considered proposals from three companies at its March meeting:

- BSE – Quote #2025038 of 23 Jan for \$6,800 ex GST.
- DDEG – Quote #212990 of 7 Feb for \$8,900 ex GST (plus \$900 ex GST for each additional specification).
- WSP – Quote #PP222181 of 11 Feb for \$8,000 ex GST.

Given differences in their approach (and the decision above to pursue the Yoga Room assessment separately - item 4.2), the Committee agreed that further work was required to clarify the location, range and type of floors to be tested (different timbers, tiles, carpet etc) and the process for confirming existing specifications held by the Building Manager.

A small committee working group was asked to bring advice back to the Committee.

**5.4. Front Path Expansion Joint.** The Building Manager was asked to obtain quotes from several small construction firms to repair the damaged paving and the bulging expansion joint in the front pedestrian walkway. Only one generic reply has been obtained to date. Twenty2 Constructions has given a rough estimate of \$7-9,000 plus pavers and materials.

The Committee agreed to discuss further with the Building and Facilities Managers in order to come up with other possible options as this is an ongoing trip hazard.

**5.5. Bulky Waste Pickup.** A unit owner has contacted Bright & Duggan and requested the possibility of a bulky waste pickup for Ivy residents (Oaks Arbour had a pickup on 2 April). Strata residents can only request a pickup by submitting a request form to their Strata Manager who then needs to complete an online “multi-unit” application form if this request is supported.

Our Strata Manager advised that he has some experience managing bulky waste pickup at other sites and he agreed to provide further information to the Committee and Building Manager as there are a range of considerations involved, including selection of a suitable pickup point, timing for when waste can be dropped off prior to collection, and how best to organise so this does not become a dumping ground for garbage or general-purpose waste.

**5.6. BuildingLink.** The BuildingLink software contract expires on 7 November 2025 (cost \$6,696 ex GST a year). The Committee flagged a general intention not to renew this contract as it is considered outdated technology, quite cumbersome to use, and likely rarely used by owners/residents.

The Strata Manager agreed to provide details on other software products that could replace BuildingLink functionality (such as Arcsite, Stratamax and ResVu) to improve future document management, planning processes and record keeping. The Committee also agreed to work with Point FS on options for managing maintenance requests and workflows.

**5.7. Front Entry Sliding Doors – Sensor Button.** Following a recent service, MSR Electrical submitted a quote (#25112 of 3 April for \$620 ex GST) to replace the internal door open sensor button maintaining that the button size and operation is not code compliant.

The Committee noted the sensor button was installed 5 years ago (this is the first time the matter has been raised), code conditions are always being updated and there is confusion whether current code requirements apply only to push buttons, not to sensor buttons. The Building Manager is seeking further advice but at this stage the Committee agreed no action is required.

**5.8. Ivy Front Entrance.** The Committee has been progressing a proposal to improve the aesthetics of the front entrance and enhance the visibility of our Ivy signage especially at night.

Committee members have identified a further option for consideration (**Addendum 2**). This involves installing a large rectangular Ivy sign (with an edge/back-lit Ivy logo and street address) on the grey walkway wall outside Townhouse 274 (the outside of the wall is common property). The expected cost is around \$6,500 ex GST, including installation.

The Facilities Manager has confirmed the wall’s suitability, noting that a lighting circuit is readily available. This option would significantly reduce the cost of the previous proposal as it obviates the need for construction of a low-level wall in the front garden bed.

The Committee agreed in principle to this proposal and requested the sponsors to approach Integrity Signs to develop a final design along the lines proposed in Addendum 2, one that better competes with the equivalent backlit Oaks building signage along Irving Street.

**5.9. Carpet Cleaning.** Transform Carpets completed a full carpet clean at the end of March 2025. As they remain highly competitive and have done a good job each time we have used them, the Committee agreed out-of-session on 7 April to use them as our preferred carpet cleaner.

As the Committee's preference is for a 3-year agreement, the Building Manager is asked to obtain a quote from Transform Carpets that provides for two full complex cleans a year (plus additional spot cleaning). The next full clean is due in September / October.

**5.10. Ivy Gardeners.** The Gardening Sub-committee is now known as the "Ivy Gardeners", with oversight by Guy Hutchison. They meet on the first Thursday of each month and anyone with green fingers is welcome to join.

The Ivy Gardeners have already replaced the daisies in the three pots outside the cardio gym with primulas (and will maintain these). They are also replacing the dead looking grasses in the northern garden with bottle brush (4 shrubs and 15 dwarf ones as a hedge).

The current All Seasons contract expires on 27 September 2025. The Committee noted there is a provision in the current contract to conduct an audit of the irrigation system and requested the Building Manager to arrange for this to be carried out in the near future. Future replanting of plants and shrubs also requires that the irrigation system be extended to support these new plantings.

The Committee agreed to form a small sub-committee to review the current contract and scope of work and to identify future garden requirements, prior to going out to tender by June 2025. The Ivy Gardeners are welcome to provide advice to the sub-committee and to assist in this review process.

**5.11. Main Cleaning Contract.** The current 3-year cleaning contract (M&M Rolfe) expires on 27 August 2025. While there have been various concerns, the latest Building Condition Report notes some recent improvement.

The Committee agreed to review the defined scope of work for the main cleaning contract (including for Sunday bin rotation), to update this as needed and to put the contract out to tender before the June EC meeting. The Building Manager is asked to identify a minimum of 3 suitable contractors and to provide guidance on recent performance and contract requirements.

**5.12. Facilities Management.** The next 4 monthly review of the Point FS agreement is due in May. The Committee will suggest a proposed date to Matt Benedetti and flag the matters it wishes to raise.

**5.13. Fire Doors – Vortex Report.** Vortex Fire's assessment (dated 20 March) of an earlier CEFA compliance report (on 12 fire doors) was only received by the Committee on 14 April (the BM is still following up one item). Instead of replacing these doors as recommended by CEFA, Vortex advised that the following repair actions would be sufficient:

- 1 fire door – To confirm first whether this is fire rated (needs tags);
- 3 fire doors – To insert a steel guard to protect against existing damage;
- 6 fire doors – These do not require additional signage under the Building Code, but they do require compliance and maintenance tags.
- The remaining 2 fire doors – These are compliant and do not warrant further work.

Following consideration of Vortex Fire's report and advice from the Facilities Manager, the Committee:

- Agreed the original fire door installer should supply required certification tags for the Level 15 South stairwell door (the Building Manager to follow-up please);
- Authorised the Building Manager to request a work order (under his AEL) to have steel guards installed on the 3 damaged fire doors (an owner to be charged for one guard if the damage was caused internally). The question of installing smoke seals will be considered separately.
- CEFA should be required to provide the compliance and maintenance tags for the other six identified fire doors as part of their existing contract.

**5.14. Meeting Schedule / AGM Date.** The Committee reviewed its proposed meeting schedule for the rest of the year.

The Committee agreed to a proposed **date for the 7<sup>th</sup> AGM of Monday, 3 November 2025**. The Strata Manager is requested to explore suitable booking arrangements at the Hellenic Club.

## **6. MATTERS FOR NOTING.**

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**6.1. Levy Contributions were due 1 March.** Owners are reminded that overdue accounts attract interest charges (at 10% pa) from 31 March, including for partial amounts unpaid.

**6.2. Breach of House Rules.** The following breach notices were issued this month:

- Warning Notice (Rule 17) – Parking (2 residents).
- Second Warning Notice (Rule 17) – Parking (1 resident).

**6.3. Outdoor Pool.** Daylight saving finished ten days ago and the outdoor pool heaters were switched off on 7 April. Covers were also placed over the outdoor pool umbrellas. Heating will resume when daylight saving returns.

**6.4. Balustrade Spacers.** ABS Facades has completed replacement of balustrade washers across the building, except for 3 units where they were unable to gain access (see latest Building Condition Report for specific details). The Building Manager is following up with ABS and the residents to have these units addressed.

**6.5. Pest Spray and Inaccessible Glass Cleaning.** Vertical Rope Access completed their pest spray of all inaccessible windows and the glass balustrades from 24-27 March. Cleaning of these windows and the external side of the glass balustrades is currently underway.

**6.6. Cigarette Butts near Gas Enclosure.** The Strata Manager has written to residents advising them of the safety risks of smoking near the South Tower gas enclosure (near the bike shed), including if they carelessly dispose of cigarette butts from the balconies above. All residents are asked to exercise due care.

**6.7. Doorbell Cameras.** The Committee is considering a policy for residents and owners who wish to install a doorbell camera on their door, including any legislative or privacy considerations.

**6.8. Pet Registration.** The owner of unit 154 has registered their brown Spoodle. Welcome to the Ivy's pet community 'Oscar'.

**6.9. Graffiti.** The Building Manager advised that graffiti was found on Level 16 of the South Tower curtain wall windows. This is unacceptable. It has since been removed.

**6.10. EC Action List.** With the assistance of the Strata Manager and Building Manager, the Committee has finalised another 72 action items since its last meeting on 18 March.

## 7. GENERAL BUSINESS

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**7.1. Meeting agenda template.** The Committee agreed it would be helpful to update the current EC meeting and agenda template as it defaults to that previously used with Vantage Strata.

## 8. MEETING CLOSURE

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**8.1.** The meeting concluded at 11.50 pm.

**8.2.** The next EC meeting is scheduled for 9.00 am on 6 May 2025.

## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 12/04/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>TD01</b>	25/01/2025	4.30%	3 months	\$161,792.44	25/04/2025
<b>TDO3</b>	24/02/2025	4.55%	3 months	\$161,854.25	26/05/2025
<b>TD05</b>	07/04/2025	4.50%	3 months	\$121,375.89	07/07/2025

**\$445,022.58**

<b>SINKING FUND</b>					
<b>TD02</b>	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
<b>TD04</b>	25/02/2025	4.55%	3 months	\$89,271.64	25/05/2025
<b>TD06</b>	14/01/2025	4.65%	3 months	\$78,490.56	14/04/2025

**\$617,762.20**

### 1.2 Improvement Fund

2% Ivy Improvement fund			<b>\$26,249.00</b>
20/11/24	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations /	\$580.70	
12/09/2024	BM baby gift	\$100.00	
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	
<b>Total</b>		<b>\$2,018.43</b>	
<b>Total remaining</b>			<b>\$24,230.57</b>

## ADDENDUM 2



# UNIT PLAN 4787 The IVY Improvement Proposal

**PROPOSAL TITLE: NEW IVY STREET SIGNAGE**

<b>SUMMARY OF PROPOSAL:</b>	Ivy Logo Signage – Front Walkway
<b>ESTIMATED COST:</b>	\$6,500 ex GST
<b>PROPOSED BY:</b>	Julianne O’Brien – Unit 52
<b>SECONDED BY:</b>	Don McLean – Unit 264
<b>DATE SUBMITTED TO EC:</b>	12 APRIL 2025
<b>SUPPORTING DOCUMENTS:</b>	Proposed signage and location - attached

### DESCRIPTION

<b>PROPOSAL:</b>	Purchase and install a large rectangular, backlit sign with the white Ivy logo on the LHS front grey walkway wall.
<b>RATIONALE</b>	<p>With the construction of Oaks 3, the current Ivy address is difficult to see, especially at night. The existing lettering is set too far back and is increasingly obscured. Many drivers overshoot or swerve at the last minute.</p> <p>New, back-lit signage (with the address underneath) can be installed on the grey concrete block wall adjacent to Townhouse 274 (common property) with ready access to an existing light circuit. This will improve the aesthetics of the front entrance and complement signage already along Irving Street.</p> <p>The Ivy Gardeners will trim the tree located in the driveway entrance to ensure visibility of the sign.</p>
<b>BENEFITS:</b>	Of benefit to all members of The Ivy Owners Corporation, especially for their guests and those who use mail, food delivery and taxi services.
<b>CONSULTATION:</b>	The Ivy’s Building Manager and Facilities Manager
<b>PRIORITY:</b>	Highly desirable
<b>TIMEFRAME:</b>	Preferably in 2025. Funds are available

### EC CONSIDERATION

<b>EC MEETING DATE:</b>	15 APRIL 2025
<b>SUMMARY OF DISCUSSION</b>	Agreed in-principle
<b>BUDGET:</b>	\$6,500 ex GST
<b>ACTION:</b>	Explore design with ‘Integrity Signs’

## PROPOSED SIGNAGE



### Notes:

- (1) The above sign is modelled of the Oaks Canopy equivalent signage which is 1110 mm high x 1010 mm wide.
  - Above diagram is scaled 11.1 cm high x 10.1 cm wide to be equivalent to Oaks Canopy sign dimensions.
  - For Ivy, the proposed sign would be white with black text and a black or grey 'THE Ivy' logo, and utilising backlit edge lighting around the text and logo for nighttime visibility (equivalent to the Oaks Canopy signage backlighting, subject to the final design agreed with the provider).
- (2) Discussions with Kyle Abell of Integrity Signs (who Millin used for signage at Ivy and Oaks), indicate that a standalone plinth or pillar free standing sign as above would likely cost \$4,000 to \$6,500 for an installed sign.
  - This just needs to be connected to power (i.e. to the front garden lighting power).



**FRONT WALKWAY**



## Addendum 3

### Invoices paid – 01/03/2025 – 31/03/2025

31/03/2025		SEDA SERVICES	323.40	11903
31/03/2025		ICON WATER	18695.68	999254866676
31/03/2025		COMPLETE ESSENTIAL FIRE & AIR	1732.50	INV-46973
31/03/2025		CANBERRA SWEEPING	2473.08	790
27/03/2025	Mar 25	ALL SEASONS HORTICULTURAL SERV	1681.47	INV-26109
26/03/2025	Machine Wet Scrub	CANBERRA SWEEPING	2473.08	790
26/03/2025		AM & DM ROOFING	1137.40	ITR-1424
26/03/2025	Roof Repairs	AM & DM ROOFING	757.90	ITR-1517
26/03/2025	Roof Maintenance	AM & DM ROOFING	1137.40	ITR-1424
25/03/2025	18/12/25-20/03/25	ORIGIN ENERGY ELECTRICITY LTD	237.42	98372197
25/03/2025	Defect Repairs	COMPLETE ESSENTIAL FIRE & AIR	2420.00	INV-46877
21/03/2025		CROWN LIFT TRUCKS	653.40	C71078
21/03/2025	Pump Service	CROWN LIFT TRUCKS	653.40	C71078
19/03/2025		POINT FACILITIES SOLUTIONS PTY	1068.57	INV-1938
19/03/2025	Repair Door	POINT FACILITIES SOLUTIONS PTY	408.57	INV-1940
19/03/2025	Kerb Ramp	POINT FACILITIES SOLUTIONS PTY	1068.57	INV-1939
18/03/2025	Feb 25	M & M ROLFE CLEANING SERVICES	16436.92	INV-8542
18/03/2025	Signage	SIGNLIME	660.00	00011408
13/03/2025	12/02/25-11/03/25	ORIGIN ENERGY - BPAY 130112	10516.86	101541759
12/03/2025		FLAMBOYANT CONSTRUCTIONS	550.00	INV-0250
12/03/2025	U211 Legal Expenses	GRACE LAWYERS	112.00	184352
12/03/2025	U56 Legal Expenses	GRACE LAWYERS	112.00	184351
11/03/2025		JOHNSON CONTROLS AUSTRALIA PL	2200.00	1091399
07/03/2025	01/04/25-30/06/25	OTIS	7609.81	2038898
07/03/2025	Replace Glass	SHANES GLASS	2800.00	00042577
06/03/2025		CLASS LOCKSMITHS	315.00	00355617
04/03/2025	FIP Fault	COMPLETE ESSENTIAL FIRE & AIR	179.30	INV-46671
04/03/2025	Printer Ink	POINT FACILITIES SOLUTIONS PTY	84.32	INV-1917
03/03/2025	21/10/24-20/10/25	JOHNSON CONTROLS AUSTRALIA PL	2200.00	1091399
03/03/2025	Feb 25	TOTAL POOL SERVICE	723.73	43725
03/03/2025	Feb 25	TOTAL POOL SERVICE	1089.00	43726
03/03/2025	3 x Comingle	VEOLIA RECYCLING & RECOVERY	37.46	8100312164
03/03/2025	2 x Paper Waste	VEOLIA	12.10	8100304976
03/03/2025	Mar 25	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-1910
03/03/2025	Replace Door Handle	CLASS LOCKSMITHS	315.00	00355617
03/03/2025	Replace Glass	SHANES GLASS	2400.00	00042547
01/03/2025	Mar 25	WATER TIGHT CANBERRA	452.63	INV-11450



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Tuesday, 18 March 2025

**Time:** 9.35 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Don McLean (Chair), Kevin O'Brien (Secretary), Donna Macpherson, Carol van Gelder, Martin Caddick, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan) (Tristan & Khevna needed to depart at 11:30).

Apologies: Julianne O'Brien. Martin Caddick departed at 11:45 am.

New Member: Guy Hutchison (from item 1.3)

### **1.2. Conflicts of Interest.** None noted.

**1.3. New Member Induction.** Guy Hutchison attended the last EC meeting as an observer and has formally nominated to join the Committee. He has reviewed the EC Induction Pack and affirmed his commitment to represent the best interests of the Ivy Owners Corporation (OC) consistent with our UT(M)A legal obligations and the governance principles in our OC Rules (Clause 12).

The Committee unanimously accepted Guy's nomination and welcomed him to join the Committee. Guy signed the Ivy EC Code of Conduct form in the presence of and witnessed by the Strata Manager and he was invited to join the meeting. The signed Code of Conduct will be retained in Executive Committee records.

**1.4. Previous Meeting Minutes.** The Minutes of the EC's meeting on Tuesday, 18 February are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition Report** (13 March 2025) – Rating 62/75 (82.7%). Bright & Duggan was asked to circulate the Report to Ivy owners for information.

The Building Condition Report highlights several current concerns:

- Continuing South Tower curtain wall leaks (item 5.6).
- The Fire Indicator Panel has been displaying continued (47) disablements due to intermittent faults. A software update is recommended (The BM is seeking a CEFA quote).
- Significant repairs are required to indoor and outdoor pool boilers (items 4.7 and 4.8).

The Building Manager last month requested work orders under his authorised expenditure limit for the following minor maintenance (which has all been completed):

- Minor electrical fittings replaced (Maritex).
- Broken paver outside unit 101 replaced (Flamboyant).
- Pool pump room door fixture and fittings repaired (Point FS).
- Aluminium post in the basement entry driveway reattached (Point FS).

Owners and residents are advised that:

- A full function Fire Test will be carried out from 10 am, Tuesday 25 March. This will last at least 3 minutes and could be noisy and disruptive at times. Notices will be displayed.
- Vertical Rope Access will be on-site from 24-27 March to carry out the pest spray on all balustrade glass and inaccessible windows.
- Window and balustrade cleaning is then scheduled for 31 March to 17 April.
- Hallway and common area carpet cleaning will be scheduled as soon as possible (item 4.3).
- The planned audit of owners' remote entry garage door controls has been deferred until late April/ early May.

### 3. TREASURER'S REPORT AND LEVY SITUATION

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#### 3.1. Overall Financial Position @ 14 March 2025

##### 3.1.1. Total Owners Funds: \$1,383,544.51

- Administration Fund - \$684,786.51
- Sinking Fund - \$698,758.00

##### 3.1.2. Owners Net Assets: \$1,383,544.51

- Assets = \$1,423,556.37
- Liabilities = \$40,011.86

##### 3.1.3. Cash Accounts.

- Admin fund = \$199,956.35
- Sinking Fund = \$82,055.49

#### 3.2. Investment Accounts (see Addendum 1).

- Admin Fund Investments = \$443,646.69
- Sinking Fund Investments = \$617,762.20

**3.3. Investment activity.** The following investment activity has been undertaken since the Committee's last meeting on 18 February 2025 (see Addendum 1.1):

- **TD03 Admin Fund:** \$161,854.25 (\$160,000 principal plus \$1,854.25 interest) reinvested on 25 February 2025 for 3 months at 4.55%
- **TD04 Sinking Fund:** \$89,271.64 (\$88,248.92 principal plus \$1,022.72 interest) reinvested on 25 February 2025 for 3 months at 4.55%. The Committee noted this reinvestment did not include the Sinking Fund cash balance (\$65,713.42 @ 25 February) as directed at the last EC meeting. The Strata Manager confirmed only the principal and accrued interest was reinvested due to an error in instructions given to the Bright & Duggan accounts team.
  - The Strata Manager apologised for this error. He confirmed the TD04 investment account cannot be topped up with additional funds until it matures on 25 May 2025. However, the Sinking Fund cash balance could be paid into TD06 when it matures on 14<sup>th</sup> April, which would result in seven weeks lost interest.

- The Committee noted the Strata Manager has already reimbursed the OC for seven weeks lost interest (\$402.50, being \$65,713.42 at 4.55% for 7 weeks) - see item 4.1.
- The Committee agreed that reimbursement of the \$402.50 should be paid into the Sinking Fund cash account for TD06 on maturity on 14<sup>th</sup> April (item 3.4.2).

**3.4. Financial decisions.** The Committee authorised Bright & Duggan to undertake the following investment activity:

**3.4.1. Administrative Fund:** TD05 matures 07/04/25 – on maturity, reinvest current principal (\$120,000) plus interest for 3 months at best interest rate.

**3.4.2. Sinking Fund:** TD06 matures 14/04/25 – on maturity, reinvest current principal (\$78,490.56) plus cash account balance (currently \$82,055.49) plus accrued interest plus the \$402.50 above (item 3.3) for three months at best interest rate.

**3.5. Admin Budget – Areas of concern.** The Committee noted we are significantly overspent on the following line items:

**3.5.1. Plumbing unscheduled maintenance.** Over \$10,000 of the expenditure on plumbing maintenance to date is for the investigation of water hum issues (see item 4.9).

Code	Description	Spent to date	2024-25 Budget
16131	R&M - Plumbing (Hydraulics)	\$13,228.35	\$11,069

**3.5.2. Pool Chemicals:** There is higher than anticipated expenditure to date.

Code	Description	Spent to date	2024-25 Budget
1656	Pools & Spa consumables	\$5,382.21	\$6,110

**3.6. Improvement fund (see Addendum 1.2).**

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$1,418.43
  - Remaining allocation: \$24,830.57

**3.7. Contingency Fund (see Addendum 1.3)**

- 5% budget allocation: \$65,622.00
  - Total expenditure (year to date): \$4,863.64
  - Remaining allocation: \$60,758.36

**3.8. Levy Arrears (as of 14/3/2025) = \$64,889.74 (GST incl).** 70 units are in arrears.

Two units are of serious concern:

- **Unit 175** - Total arrears = \$9,081.94. Grace Lawyers provided the following update on 14/03/25:

*“A Letter to Debtor was issued on 12 February 2025 requesting full payment of \$8,098.00 within 14 days. This amount was inclusive of the remaining judgment debts being \$135.64 and \$3,034.74. Our letter notified the debtor that she had breached the orders allowing her to pay the first judgment debt in instalments of \$200.00 and that therefore the agreement was no longer in place. The debtor subsequently contacted our office stating that she was facing personal issues in her relationship*

*which caused the delay. The debtor further stated that she did not wish for these proceedings to escalate further and may seek assistance from her family to help her pay the arrears. On 10 March 2025 the debtor was provided an updated ledger which included the levies that fell due on 1 March 2025. We have requested the debtor to confirm her intentions towards resolving this matter by 17 March 2025. Should no such correspondence be received, we would then recommend to continue legal action by enforcing the remaining judgment debt.”*

- As Unit 175 has failed to pay the arrears in full by 17 March as required, the Committee agreed to accept Grace Lawyers’ recommendation. The Committee authorised Bright & Duggan to inform Grace Lawyers that this unit’s remaining judgement debt (\$8,098.00) is to be fully enforced. The Strata Manager is asked to report on progress.
- **Unit 211** - Total arrears = \$3,068.32. The Committee noted that at its 18 February meeting, it had authorised Bright & Duggan to engage Grace Lawyers to commence legal action against the owners as their arrears remained unpaid after 90 days (i.e. as of 1 March 2025). The Strata Manager is asked to report on progress.

## **4. MATTERS FOR DECISION**

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**4.1. Sinking Fund TD04.** As noted above (item 3.3), the Strata Manager advised the Committee on 4 March that the available cash balance (\$65,713.42) was not reinvested as directed at the EC last meeting. Bright & Duggan offered to reimburse the Owners Corporation for the interest foregone (\$402.50). The Committee agreed out-of-session on 6 March to accept this offer and this amount has now been paid.

The Committee agreed to ratify this out-of-session decision and welcomed the honesty and integrity of Bright & Duggan in managing The Ivy’s financial affairs.

**4.2. Unit 65 – Proposed Alterations.** The unit owner submitted an alteration application on 23 February for electrical alterations to her unit, to be undertaken on 10 March. As fully licensed trades would carry out this work, the Committee approved these alterations on 24 February and authorised Bright & Duggan to notify the owner (which was done).

The Committee agreed to ratify this out-of-session decision.

**4.3. Carpet Cleaning.** Following the Committee’s decision on 18 February to authorise a full carpet clean of all common area carpets, the Building Manager obtained quotes from:

- M&M Rolfe – Quote (email) of 24 Feb for \$4,875 plus GST
- Steamatic – Quote #1839029 of 25 Feb for \$11,074 plus GST
- Transform Carpets – Quote #Ivy230331 of 27 Feb for \$4,536.36 plus GST

The Committee approved the Transform Carpets quote (#Ivy230331 for \$4,536.36 ex GST) and authorised Bright & Duggan to issue the work order.

The Building Manager is asked to arrange the full carpet clean as soon as possible and to advise on the state of the hallway carpets on each level after the full clean has been completed.

**4.4. Basement Entry and Waste Room Doors.** At the Committee’s request, ACT Doorland has added the two manually operated basement waste room doors to their regular quarterly servicing of the carpark entry roller door. The quarterly preventative maintenance contract will increase to \$418.18 ex GST (Quote A161503 of 17 February). The additional cost for servicing these two manual doors is \$127.27 ex GST per quarter.

The Committee approved ACT Doorland's updated quarterly contract quote (A161503) for preventative door maintenance and authorised Bright & Duggan to issue the work order.

**4.5. FIP and EWIS Battery Replacement.** CEFA re-submitted its quote (#1216 of 16 July 2024 for \$2,200 ex GST) for replacement of batteries in the Fire Indicator Panel (FIP) and Early Warning System (EWIS). This is a planned, budgeted expense and is part of the 2025 Maintenance Plan (occurs every two years).

The Committee approved CEFA's quote #1216 for replacement of these two batteries and authorised Bright & Duggan to issue the work order.

**4.6. Common Area Pest Spray.** Following the ant infestation in Nov/Dec 2024, Hart Pest Management has renewed its offer of a 3-year agreement to provide regular (6-monthly) pest sprays of all common areas and the external perimeter of buildings/walls up to 4m high (quote QU-0929 of 26 Nov for \$850 ex GST per spray).

The Committee noted we had also used them in August 2023, and this is an unchanged price. However, the Admin budget provides only for one, annual ground level pest spray.

The Building Manager is asked to inform Hart Pest Management and request they re-submit a quote for an annual pest spray (around August/early September each year), with provision for an additional spray (in say February/March) only if required.

**4.7. Outdoor Pool Boiler.** Following regular servicing of the outdoor pool heaters on 13 February, SEDA/BBM advised that the gas valve on the outdoor pool boiler #2 was faulty and the unit had been turned off. Total Pools confirmed the 12-month warranty has expired. SEDA has quoted \$2,790 ex GST to supply, install and commission a new gas valve (quote #PQ012228 of 20 Feb).

The Committee agreed to accept this SEDA quote (#PQ012228 of 20 Feb) and authorised Bright & Duggan to issue the work order.

**4.8. Indoor Pool Boiler Flue Rectification.** The Committee was advised on 13 March that the air exchanger boiler for the indoor pool is functional, but that substantial flue rectification work is required. The analysis readings were well out of specification during the annual service on 13 February and the current coaxial flue is compromised. SEDA has submitted a further quote for \$3,590 ex GST (quote #PQ12229 of 20 Feb) for this work.

The Committee agreed to accept this SEDA quote (#PQ12229 of 20 Feb) and authorised Bright & Duggan to issue the work order.

**4.9. Water Hum Noises.** Following ongoing residents complaining about water hum noises, Committee members had asked WaterTight to quote on its proposal to conduct a building-wide survey that might narrow down the locations and potential cause(s). However, the Committee is concerned that a very open-ended survey is being proposed and that significant costs have already been incurred this year without a satisfactory resolution (item 3.5.1).

Rather than a general survey, the Building Manager is requested to ask WaterTight for specific details of how they intend to resolve this issue, to clarify the exact processes they envisage and to provide examples of suitable options for a solution so that this does not represent an open-ended and ongoing major expense. The Committee agreed to consider their response.

**4.10. Additional Wheelie Bins.** The Building Manager has recommended we purchase additional wheelie bins (following a discussion with the cleaning contract manager) to help streamline the cleaners recycling bin emptying processes. "People-In-Plastic" submitted a quote for 6 bins (Quote #150662 of 21 Feb for \$1,094.14 ex GST).

The Committee agreed we need to improve and streamline our waste recycling processes and requested this matter to be progressed in two parts:

- Firstly, the Building Manager should use his pre-authorised expenditure authority to replace the damaged 360 litre garbage bin (red lid) used by the Townhouses. This should happen straight away. This authority should be used in future whenever a 360 litre bin needs repair or replacement. Point FS could also be engaged to repair minor damage to individual bins where possible.
- Secondly, the Chair offered to assist the Building Manager in preparing an Ivy Improvement Proposal that better articulates how the proposed purchase of additional 360 litre recycling bins will assist the cleaners in providing a more efficient bin emptying service and the advantages for Ivy owners and residents. This proposal will be considered by the Committee at a future meeting.

**4.11. Annual Diesel Pump Service.** CEFA submitted a quote for the annual diesel pump service (#1453 of 13 Mar for \$1,575 ex GST).

As this service is in the 2025 Maintenance Plan and has been fully budgeted for, the Committee agreed to accept the CEFA quote (#1453 of 13 Mar) and authorised Bright & Duggan to issue the work order.

## 5. MATTERS FOR DISCUSSION

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**5.1. Origin Centralised Energy Services.** Origin Energy replied on 24 February to the Committee's letter of 29 January responding to the queries we raised about their proposal for a new, centralised gas Hot Water plant. Origin also advised separately on 17 February that it has extended the validity period of their current offer to 9 April.

The Committee noted this proposal is being driven by Origin Energy itself, given their ongoing service and maintenance costs for the hot water plant, not the Owners Corporation. The Committee also noted that it is challenging to assess the value proposition of any changes to Ivy embedded network services (hot water and electricity in this instance) and the Committee does not yet feel that it is able to make an informed decision on behalf of the Owners Corporation.

The Committee agreed to form a small committee working group to consider the elements of this proposal in more detail and prepare follow-up questions for Origin Energy. Origin will also be asked to extend the validity of their proposal whilst this ongoing assessment occurs.

**5.2. Structural Defects Report.** The Committee received 6 responses to its July 2024 RFQ for a 6- year Structural Defects Warranty Report and subsequently agreed to shortlist 4 of these. Given the highly technical nature of these responses, the Committee engaged Stephen Wise (Wise Choice Engineering Services) on 14 January 2025 to help evaluate and advise on these four proposals. Stephen sent some interim emails on 20 and 26 February. However, a final evaluation report has not been received and he has not responded to further queries. As he has now retired and his insurance cover expired, further advice is unlikely.

The Committee reviewed the four short-listed proposals in some detail and agreed in principle to engage Sellick Consultants for items 2-8 of the Scope of Work (Ref 240709 of 13 Aug 2024) and to engage ABS Façade for the façade inspection by abseiling – item 1 (quote 3 Mar 2025).

The Strata Manager is requested to confirm Sellick's likely availability over the next few months. The Building Manager is then asked to follow-up with Sellick to confirm the proposed Scope of Work, latest pricing and their detailed assessment and reporting processes, including proposed involvement of their structural engineer. The Committee will then confirm their appointment.

The Committee agreed to provide substantive information on the structural issues it is aware of, including those that Milin has already addressed (and hopefully fixed) and those that require further investigation. A detailed Scope of Work will also be prepared for ABS Façade.

**5.3. Acoustic Engineering Report.** The Committee has received proposals from three companies for this report:

- BSE – Quote #2025038 of 23 Jan for \$6,800 ex GST.
- DDEG – Quote #212990 of 7 Feb for \$8,900 ex GST (plus \$900 ex GST for each additional specification).
- WSP – Quote #PP222181 of 11 Feb for \$8,000 ex GST.

Given differences in their approach, the Committee agreed further work is required to clarify the location, range and type of floors to be tested (different timbers, tiles, carpet etc), the process for confirming existing specifications held by the Building Manager and the acoustic testing requirements for the Yoga Room. A small committee working group will bring advice back to the Committee.

**5.4. Ivy Front Entrance.** Given the completed construction of Oaks Canopy, the Committee is progressing a proposal to improve the overall aesthetics of The Ivy's front entrance and enhance the visibility of our driveway signage especially at night.

The Committee agreed to form a small committee working group to progress and cost various options with the assistance of the Building Manager and Point FS. It is envisaged an Ivy Improvement Proposal could be put to the 7<sup>th</sup> Annual General Meeting scheduled for late October/early November.

**5.5. Damaged Front Concourse Paving.** On 15 January 2025, removalists for tenants moving into a south tower unit drove their truck around Ivy driveway signposts and bollards onto the front entrance walkway, reversing back across the suspended paving and causing significant damage. Flamboyant was contracted for urgent repairs (given the safety hazard) and the damaged tiles and pedestals were replaced on 17 January. The total invoice, which amounted to \$3,443 incl GST, has been paid, noting some additional work was also done.

Consistent with Section 31 of the UT(M)A, the Committee considered what proportion of this total cost may reasonably be recovered as a debt from the unit owner, given only 12 of 18 pavers purchased were used (the rest are in storage), there was re-levelling of other pavers in the front concourse and other materials were dumped etc.

Based on available information, including that provided by Flamboyant, the Committee concluded that approximately 46.3% of the total invoiced cost, or \$1,595.71 incl GST, specifically relates to the damage caused by the tenant's removalist and should be recovered from the owner.

The Committee authorised Bright and Duggan to advise the unit owner of the damaged caused by their tenant when moving in on 15 January (including to provide photos), provide a copy of the Flamboyant invoice and the basis for the Committee's calculation, and recover the outstanding amount of \$1,595.71 from the owner as a debt.

**5.6. South Tower Curtain Wall.** The facade windows on the South Tower curtain wall are still presenting water ingress, notwithstanding Taylor Windows' attendance in mid-Dec and 6 February, and silicone adhering to a level 12 window was not removed. The Building Manager has ensured Milin is fully aware (EC members also spoke with Milin's Maintenance Manager on 13 March).

The Building Manager is asked to maintain pressure on Milin and their Maintenance Manager to get this defect addressed. The Committee agreed this issue must be included in the 6-year Structural Defect Report process (item 5.2).

**5.7. Front Driveway Parking Bays.** The Building Manager has tried unsuccessfully over the past few months to remove oil marks and staining in the trade bays and drop-off bays (3 different treatments). None of the treatments has been effective.

As we understand M&M Rolfe has a high-pressure cleaning machine, the Committee requested that the Building Manager arrange for the cleaners to undertake a cleaning trial to ascertain if this option may work and if so, to request a quote.

**5.8. Front Walkway Expansion Joint.** As noted at the last meeting, Milin has declined to accept responsibility for this expansion joint buckling and adjacent block pavers cracking over the summer.

Having reviewed the situation again, the Committee considered that leaving this issue unchecked could result in a long-term safety hazard as the 6-year Structural Defect process is unlikely to guarantee a satisfactory resolution. The Committee requested the Building Manager to arrange for Point FS to investigate the situation and advise on potential options for repair and then to arrange quotes for necessary remedial work.

**5.9. Front Walkway Pavers.** Several dark grey pavers in the front walkway (near the Townhouses) are cracking and showing signs of deterioration. These pavers were a bespoke order by Milin. The Facilities Manager has confirmed they are not available commercially.

As a potential OH&S issue, the Committee requested the Building Manager to arrange for Point FS to investigate the situation, identify suitable alternative paver options and arrange quotes for necessary remedial work.

**5.10. Wellness Room Upgrade.** The Committee noted that progress on this proposal is dependent on advice regarding the acoustic properties of the Yoga Room (item 5.3).

## **6. MATTERS FOR NOTING.**

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**6.1. Levy Contributions were due 1 March.** The March quarter's levy notice was issued on 16 January 2025, with follow-up advice from the Strata Manager for those units in arrears. Overdue accounts will attract interest charges (at 10% pa) from 31 March, including for partial amounts unpaid. To avoid these interest charges, owners making periodic payments should ensure outstanding amounts are paid in advance.

**6.2. Current Ivy Residents.** The Strata Manager is currently preparing an up-to-date list of Ivy owners and tenants (including Property Managers for rental properties). All owners and residents are asked to cooperate with this request.

**6.3. Emergency Evacuations.** Mobility issues are a major concern in the event of a time critical evacuation. Owners and residents who would like their unit number placed on a confidential, limited mobility list (held in the Fire Control Room) should advise Bright & Duggan.

**6.4. Break-in 5 March.** One of the Townhouses was broken into around midday on 5 March. CCTV footage of the male intruder has been obtained and provided to Woden Police. The Building Manager has also updated the Ivy Incident Register. Owners should take appropriate precautions and are asked to be extra vigilant of anyone acting suspiciously around the premises or in the basements.

**6.5. Breach of House Rules.** The following breach notices were issued this month:

- RIN (Rule 21) – Ban on private use of common power (one unit).
- Warning Notice (Rule 17) – Parking (6 different residents, one with a second warning).

**6.6. Basement Carpark - Wet Sweep.** Canberra Sweeping serviced both carpark levels on 17-18 March. All residents were advised and notices placed in the lift foyers, although not everyone chose or were able to comply.

**6.7. Garden Sub-Committee.** Guy Hutchison (unit 27) has offered to take the lead on the Garden Sub-Committee. The next review of the gardens and outdoor areas will be on Thursday, 3 April. Let Guy know if you would like to be involved. A Sub-committee report was submitted after the meeting and has been included for information at Addendum 2 to these minutes.

**6.8. Outdoor Painting Program.** Higgins Coatings completed Stage 1 of the current Painting Maintenance Plan on 18 February. Areas repainted included the main lobby entry fascia, the support poles for the Porte cochere, the driveway walls on the front fire stairwell, the large windbreak outside the exit to the western BBQ area, 4 white pots in the outdoor pool area and 2 white concrete oval seats (front and back). Stage 2 of the outside painting program is scheduled for September/October.

**6.9. Otis Lift Maintenance.** Regular maintenance is being carried out on all lifts, including replacement of buttons and addressing the high-pitched pinging noise in Lift 3.

**6.10. Balustrade Spacers.** ABS Facades has completed the replacement of balustrade washers right across the building, except for 3 units where they were unable to gain access. The Building Manager is following up with ABS and these residents to have their units addressed. Our thanks go out to Milin Builders as they readily accepted responsibility for this issue and arranged the repair at zero cost to the Ivy Owners Corporation.

**6.11. Garbage Chute Clean.** Douglas Wright cleaned the garbage bin chute tubes in both North and South towers on 25 February.

**6.12. Fire Alarm 3 March.** This was a false alarm inadvertently triggered by the CEFA technicians.

**6.13. Woden Town Centre.** The local member for Murrumbidgee, Marisa Paterson, has opened a petition calling on the ACT Standing Committee on Environment, Planning, Transport and City Services to conduct an inquiry into "Improving the Liveability of Woden Town Centre". The petition closing date has been extended until 7 April 2025. Owners and residents are encouraged to review the petition and consider signing it: <https://epetitions.parliament.act.gov.au/details/e-pet-003-25>.

The Committee asked the Strata Manager to send an update notice/reminder to Ivy owners and residents along the lines of their early February advice including the new link and the revised closing date.

**6.14. Doorbell Cameras.** A unit owner recently advised that their door lock had been illegally tampered with. The incident has been reported to the Police and a police incident number created. Given that there is no CCTV coverage of the hallways above ground level, a question has been raised about whether owners could install a ring doorbell camera. The Strata Manager has been asked to provide advice on any legislative or privacy issues that may need to be considered.

**6.15. Unit Alterations.** Owners are reminded that all unit alterations require approval as many can have impacts on other residents (i.e. flooring changes), building safety, waterproofing and certification. In the first instance seek advice from our Strata and/or Building Manager on your proposed alterations.

As agreed at the 6<sup>th</sup> AGM, flooring alterations that do not meet a minimum 5-star acoustic rating will NOT be approved. An Alterations Request Form is available on BuildingLink or by contacting the Strata Manager (Bright & Duggan) or Building Manager (Matt).

**6.16. EC Action List.** With Strata Manager and Building Manager assistance, the Executive Committee has finalised over 90 action items since its last meeting on 18 February. We would like to record the active support and assistance received from both managers in what has been an extremely busy time.

## **7. GENERAL BUSINESS**

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**7.1.** No items discussed.

## **8. MEETING CLOSURE**

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**8.1.** The meeting concluded at 12.01 pm.

**8.2.** The next EC meeting is scheduled for Tuesday, 15 April at 10.00 am.

## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 14/03/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
TD01	25/01/2025	4.30%	3 months	\$161,792.44	25/04/2025
TD03	25/02/2025	4.75%	3 months	\$161,854.25	25/05/2025
TD05	07/01/2024	4.65%	3 months	\$120,000.00	07/04/2025

**\$443,646.69**

<b>SINKING FUND</b>					
TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	25/02/2025	4.75%	3 months	\$89,271.64	25/05/2025
TD06	14/01/2025	4.65%	3 months	\$78,490.56	14/04/2025

**\$617,762.20**

### 1.2 Improvement Fund

2% Ivy Improvement fund			\$26,249.00
20/11/2024	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations /	\$580.70	
12/09/2024	BM baby gift	\$100.00	
20/01/2025	Look Signage - B1 north	\$148.80	
03/02/2025	Pool corridor mats	\$287.50	
		<b>\$1,418.43</b>	
	<b>Total remaining</b>		<b>\$24,830.57</b>

### 1.3 Contingency Fund

5% Contingency fund			\$65,622.00
20/11/24	Shanes Glass - Balustrade replacement	\$2,181.82	
20/01/25	Flamboyant - Bollard replacement	\$500.00	
03/03/2025	Foyer window replacement	\$2,181.82	
		<b>\$4,863.64</b>	
	<b>Total remaining</b>		<b>\$60,758.36</b>

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## ADDENDUM 2

### Garden Sub-Committee - Progress Report

#### Outstanding Recommended Work:

- Dead lavender plant in playground side garden needs replacing
- Painting of wall on town house side in driveway exit not completed (not clear if this was in the recent painting contract).
- Artificial lawn needs weed spraying
- Maple tree in planter box at exit to the pool side does not look to have recovered and needs attention to the watering system and plant replaced.
- Dead material to be removed from the tops of the white garden planter walls (to avoid further staining).

#### Completed Work:

- The “finished” agapanthus had been pruned and cleared
- The “overhang” on the white garden wall on the east side has been cutback - seems to be effective
- The lawn area near the pool has been attended to
- The front driveway lavender has been pruned and is coming back very nicely.
- Paths in northside rear garden have been cleared of ground cover plants
- A specialist yellow “anti-trip hazard” ramp installed in the rear north-east garden path.

Next walk-around is on 3 April.



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Tuesday, 18 February 2025

**Time:** 10.04 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Julianne O'Brien (A/g Chair and Treasurer), Kevin O'Brien (Secretary), Donna Macpherson, Paul Stanton, Carol van Gelder, Martin Caddick, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Observer: Guy Hutchison (unit 27), who has expressed interest in joining the Committee.

Apologies: Don McLean

Resignation: Paul Stanton advised the Committee before the meeting that he wished to resign and this would be his last meeting. The Committee would like to thank Paul for his contribution and wishes him all the best.

### **1.2. Conflicts of Interest.** None noted.

### **1.3. Previous Meeting Minutes.**

The minutes of the EC Meeting on Tuesday, 28 January 2025 are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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### **2.1. Building Condition Report** (31 January 2025) – Noted.

The Committee agreed Bright & Duggan should continue to circulate this report by email to Ivy owners each month.

### **2.2 Building Condition Update** (14 February - see **Addendum 1**). Current concerns:

- Water leaks are still presenting on the South Tower Curtain Wall (several floors). Milin has provided a façade mark-up and raised again with Taylors Windows (see **item 5.7**).
- Milin has advised they will not cover the cost of remediating the front, paved walkway expansion joint (see **item 5.8**).
- The outdoor pool boiler #2 has a faulty gas valve (see **item 5.9**).

The Building Manager last month authorised work orders (Bright & Duggan has issued) under Points' authorised expenditure limit for the following minor maintenance:

- Installing bird spikes above fire panel exit doors, given the level of debris (AM&DM).
- Repairs to the pool pump room doors (Flamboyant).
- Cutting and replacing a broken paver near courtyard 101 (Flamboyant).
- Various electrical light and light switch replacements (Maritex).
- Repair of the aluminium post on the LHS of the basement entry driveway (Point FS).

Owners and residents are advised that:

- Waste room bin chutes - cleaning is scheduled for **25 February**.
- Owners' garage roller doors – cleaning is scheduled for **4-5 March**.
- Basement car parks – Wet scrub of B1 and B2 is scheduled for **17-18 March** (item 6.6).
- Annual servicing of the sprinkler system, fire hydrants and Fire Inspection Panel (FIP) is due mid-March.

### 3. TREASURER'S REPORT AND LEVY SITUATION

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#### 3.1. Overall Financial Position @ 14 February 2025

**Total Owners Funds: \$1,069,760.20**

- Administration Fund - \$448,850.15
- Sinking Fund - \$620,910.05

**Owners Net Assets: \$1,069,760.20**

- Assets = \$1,241,544.68
- Liabilities = \$171,794.48

#### **Cash Accounts**

- Admin fund = \$121,245.68
- Sinking Fund = \$43,402.89

#### 3.2. Investment Accounts (see Addendum 2)

- Admin Fund Investments = \$441,792.44
- Sinking Fund Investments = \$616,739.48

**3.3. Investment activity.** There has been no new investment activity since the Committee's last meeting on 28 January 2025 (see Addendum 2.1).

**3.4. Financial decisions.** The Committee authorised Bright & Duggan to undertake the following investment activity:

- Administrative Fund: TD03 matures 25/02/25 – on maturity, reinvest current principal (\$160,000) plus interest for 3 months at best interest rate.
- Sinking Fund: TD04 matures 25/02/25 – on maturity, reinvest current principal (\$88,248.92) plus cash account balance (currently \$43,402.89) plus interest for three months at best interest rate.

### 3.5. Ivy Improvement Fund (see Addendum 2.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$1,418.43
  - Remaining allocation: \$24,830.57

### 3.6. Contingency Fund (see Addendum 2.3)

- 5% budget allocation: \$65,622.00
  - Total expenditure (year to date): \$2,681.82
  - Remaining allocation: \$62,940.18

### 3.7. Levy Arrears (as of 14/2/2025) = \$ 17,992.31 (GST incl)

Five units are in arrears:

- Unit 175 total arrears = \$8,079.63. Two ACT Magistrate Court judgements have been entered against the owner:
  - 1) The first Judgment was entered on 18 October 2023 and a Garnishee Order for the repayment of \$3,835.64 was issued to their employer on 1 December 2023. Only \$900.00 was paid towards the First Judgment debt as the garnishee payments stopped on 3 November 2024 when the owner changed employment.

As the garnishee payments have not resumed, the owner is in breach of the first judgement order. On 12 February 2025, Grace Lawyers issued a letter to the debtor advising that the payment arrangement has been breached in accordance with the Court Order and requesting that full payment of the amount owing on the owner ledger be made within 14 days. If the debtors fails to make payment Grace Lawyers are instructed to commence proceedings against the owner.
  - 2) A second Judgment was entered on 10 September 2024 with orders for \$4,634.74 to be paid in fortnightly instalments of \$200.00 from 28 September 2024. Although the owner missed the first two payments, the owner is currently complying with the fortnight payment schedule.

The Committee is concerned this repayment plan is only repaying past debt. In the last three months, the debt has been reduced by only \$367. The owner is not making the additional payments required (approx. \$200 per fortnight) to cover new levies as they fall due (e.g. on 1 March 2025 the arrears debt will increase to over \$9,000).

If the owner misses another payment, the Committee authorised the Treasurer to instruct Grace Lawyers to issue a Letter to Debtor requesting full payment of the second judgement.
- Four other owners have not paid their 1 December 2024 levy. If their unit arrears remain unpaid after 90 days (on 1 March 2025), the Committee authorised Bright & Duggan to engage Grace Lawyers to commence legal action.

## 4. MATTERS FOR DECISION

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**4.1 Balustrade Repairs.** The Committee authorised Shane's Glass on 28 January to replace the glass balustrade that shattered earlier that day in the South Tower (Quote #1598 for \$2,181.82 ex GST). Bright & Duggan has issued the Work Order. The site has been made safe as the repairs will take up to 6 weeks (mid-March).

The Committee confirmed this out-of-session decision.

**4.2 Library Window Panel.** The glass window panel in the Library was cracked by falling glass from the above balustrade. The BM obtained quotes from:

- Discount Glass (QU-4229 of 30 Jan for \$2,516.36 ex GST), but the panel width quoted is incorrect (BM says to allow an extra \$1-200)
- Shane’s Glass (Q-1597 of 30 Jan for \$2,545.45 ex GST).
- ABS Façade has not responded.

The Committee accepted the Shane’s Glass Quote #1597 for \$2,545.54 ex GST and authorised Bright & Duggan to issue the work order.

**4.3 Spot Carpet Cleaning.** On 15 January, the Building Manager recommended spot cleaning be undertaken on at least three levels in both Towers, given that a building-wide carpet clean is not scheduled before May/June 2025. Another owner has requested additional spot cleaning.

As other floors are showing signs of excessive wear, the Committee agreed to a full clean of all common area carpets (including hallways) next month. The Treasurer noted a second clean could be scheduled for October/November 2025 and suggested the Committee budget for two full cleans a year in 2025-26. The Strata Manager offered to obtain the names of several reputable firms, given the difficulty of removing spot stains.

The Committee requested the Building Manager to obtain three quotes for a full carpet clean as soon as possible and agreed to take a decision out-of-session so Bright & Duggan can issue the work order.

**4.4 Unit 32 – Unauthorised Alteration.** The unit owner has now provided technical specifications for these flooring alterations. The Building Manager advised on 17 February that the 15mm Embelton flooring, with the specific underlay used, should satisfy a 5-6 Star acoustic rating.

The Committee noted its reluctance to give retrospective approvals but, given full cooperation from the unit owner, agreed to approve these alterations in this instance. The Committee authorised Bright & Duggan to notify the owner accordingly and requested that The Ivy’s approved Alteration Application form be included with the Welcome Letter to all new owners.

## 5 MATTERS FOR DISCUSSION

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**5.1 Facilities Management Agreement (FMA).** Committee members met with Matt Benedetti and Matt Lam on 7 February as part of our regular, 4-monthly review of the FMA. Following consideration of the matters raised, the Committee agreed to:

- Streamline EC decision-making and communication processes, with a single EC point of contact for the Building Manager (BM) on all authorised work.
- Reduce the administrative load on the BM.
  - The Building Condition report will now be prepared 5 business days before each EC meeting (obviating the need for a separate emailed update – currently Addendum 1).
  - Bright & Duggan will email this Building Condition Report to owners each month.
- Adopt the proposed “Ivy Building Manager Duties and Responsibilities” statement which captures the Ivy-specific provisions in our FMA, such as:
  - A clear statement of the BM’s functions, including minor maintenance tasks.
  - Improved record keeping, asset management and assistance with EC planning.
  - The BM to action maintenance requests on BuildingLink (note: Bright & Duggan closes them off when they have issued the work order).

- An updated “EC Guideline – Authorised and Critical Infrastructure Maintenance”.
  - The Committee agreed to reduce the BM’s Authorised Expenditure Limit (AEL) for immediate repairs to \$1,000 (and removed the urgent repair limit of \$5,000).
  - The Committee will provide a copy to Bright & Duggan to assist with AEL implementation.
- Include these documents in the Induction Pack for new Committee members.

**5.2 Acoustic Engineering Report.** The Committee received proposals from three companies (BSE, DDGE and WSP) on 14 February. Quotes range from approx. \$7,000 to \$9,000 ex GST.

The Committee agreed further consideration is needed on the practicalities of these proposals, including the number, type and range of floors to be tested, the usefulness of existing specifications, guidance provided to the Building Manager for future assessments, preparation of FAQs for participating owners and the requirements for yoga room testing.

**5.3 Origin Centralised Energy Services.** As approved at its last meeting, the Committee wrote to Origin Energy on 29 January seeking further information on their proposal for a new, centralised gas Hot Water plant (at no direct cost to the OC).

The Committee noted that Origin advised Bright & Duggan late last week they will be responding to our letter shortly. They have agreed to extend the validity period for their proposal to 9 April 2025.

**5.4 Front Driveway Garden Wall.** Several Committee members noted that following the construction of Oaks 3, it is becoming increasingly difficult to locate the Ivy driveway entrance especially at night, given the street address is set well back and is obscured by garden shrubs and the overhanging tree. It is proposed that a low (800mm) white rendered wall (with appropriate street signage) be constructed in the front garden bed immediately adjacent to the public foot path. This is unlikely to require a Development Application given the low height of the proposed wall.

The Committee agreed to develop the concept in-principle, including to obtain indicative quotes of the likely costs involved. The Strata Manager offered to help identify suitable construction firms. On receipt, the Building Manager is asked to obtain suitable construction quotes, noting that the project may be undertaken in stages and may take several months.

An Ivy Improvement Proposal would be developed to consult with OC members and the details finalised before a decision is taken to proceed.

**5.5 Residential Tenancies Act (RTA).** As agreed at the last meeting, Bright & Duggan advised all Ivy owners and landlords on 13 February of recent amendments to the RTA. Landlords must provide their tenants with a copy of The Ivy’s OC Rules (preferably held in their unit) and tenants (including visitors) must now comply with any notice served in accordance with these OC Rules. Bright & Duggan indicated that this advice has been well received to date.

Bright & Duggan confirmed that landlords and/or the property manager are also required under the RTA to notify The Ivy OC within 14 days of any change in their unit occupancy. For tenants, this would normally occur every three, six or 12 months (or longer). Short stay lettings (e.g. on Airbnb) present more of a challenge and the Strata Manager asked for guidance.

The Committee agreed that common sense provisions should apply. Owners offering private or short-stay leasing should:

- Confirm to Bright & Duggan every three months that these leasing arrangements continue.
- Provide assurances that a copy of The Ivy’s OC Rules (summary provisions) is available within their unit.
- Confirm each lessee has been advised of their obligations to comply with these Rules.

**5.6 Structural Defects Report.** The Building Manager contacted Steve Wise last week to ascertain the status of his report. Steve advised that he is in the process of consolidating his assessments and should have his advice back to us by the end of the week.

The Committee agreed to review this advice and select the preferred structural engineering firm at its next meeting.

**5.7 South Tower Façade Leaks.** As noted above, Taylors Windows attended on 6 February for further remedial work on the South Tower curtain wall. Milin is aware that water seepage is still being detected on several levels after heavy rain and has taken up again with Taylors Windows.

The Building Manager asked to follow up with both Milin and Taylors Windows, noting this issue will need to be highlighted in the 6-year Structural Defects Report.

**5.8 Front Driveway Expansion Joint.** The Building Manager advised on 12 February that Milin will not cover the cost of remediating the front walkway expansion joint (and associated paver damage). Instead of arguing with Milin that the issue is structural, the Committee agreed to have this issue investigated by the structural engineer as part of the Structural Defects Report. The findings of the report will inform the options for remediation of the damage.

**5.9 Outdoor Pool Boiler.** Following regular servicing of the outdoor pool heaters on 13 February, SEDA/BBM has identified that pool boiler #2 has a faulty gas valve. The unit has been turned off for the time being. Total Pools has advised the remaining 2 heaters for the outdoor pool will be sufficient for the time being.

The Committee noted that Total Pools is checking the warranty provisions and will advise.

**5.10 Garden Sub-Committee.** The Building Manager has confirmed that various matters raised by the Sub-committee in January are being addressed (see **Addendum 1**). Sub-committee members did another walk around of the front and rear gardens on 13 February to identify other initiatives that could be taken (see **Addendum 3**).

The Committee noted this is a useful work program and that some items need to be quoted for (and then prioritised given the limited budget). The Committee will prepare a list of maintenance items that need to be discussed with All Seasons as part of their contract. If the garden work is additional and needs to be quoted, the BM will seek three quotes.

The BM has obtained quotes from All Seasons for:

- Rectification of the Oaks 3 side garden hedge (QU-0907 of 17 Feb for \$3,000 ex GST). The Committee agreed in principle to engage a gardener to rectify the diseased hedge along the driveway and accepted the BM's recommendation that 2 additional quotes be sought. On receipt, the Committee will select the preferred contractor out-of-session.
- Soil and lavender plants for olive pot (QU-0911 of 17 Feb for \$80 ex GST). The BM will arrange a work order as this quote is within his AEL.

**5.11 Higgin's Painting Plan.** Higgins Coatings completed the first stage (80 hours) of the 2025 Painting Plan on 18 February and the outcome seems promising. Committee members have also identified various items to be considered later this year (100 hours - see **Addendum 4**).

The Committee agreed to keep this proposed Painting Plan under review, with input from the Garden Sub-committee and other members, with a view to Stage 2 work being undertaken in September/October 2025.

**5.12 Remote Controls Audit.** Given limited availability of EC members, the Committee agreed the planned audit of the remote controls should be postponed to April/May. Bright & Duggan offered to provide information on how this process is handled in other complexes.

**5.13 Outdoor Pool Umbrellas.** After 3 months of sustained effort, the four cantilever umbrellas were installed on 17 February (see locations at **Addendum 5**). The Committee agreed:

- Laminated signs will be put up with instructions on how to use (raise/lower) carefully.
- Interested residents can volunteer to help manage the umbrellas each evening.
- Bright & Duggan will alert all residents, asking them to take care when raising and lowering the umbrellas, especially in high wind conditions.
- Residents needed to be aware of the OC Rules approved at the 2024 AGM:

*“23. Pool Area and Umbrellas*

*a) Owners and residents are required to supervise all visitors and children in the outdoor pool area at all times.*

*b) Owners and residents must:*

*i. Comply with the Pool Rules.*

*ii. Ensure pool lounges and furniture and the pool umbrellas are used safely.*

*iii. Close and lock down umbrellas after you have used them, or whenever there are high winds, especially if you are the last to leave the area.*

*iv. Leave the pool and BBQ area in a clean and tidy condition.*

*v. Report any damage to the Building Manager.”*

**5.14 Wellness Room Upgrade.** The Committee noted that progress on this proposal is dependent in part on advice regarding the acoustic properties of the yoga room (**item 5.2**) and it will consider how best to proceed in the light of this information.

## **6 MATTERS FOR NOTING.**

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**6.1 Owner Contributions due 1 March.** Quarter levy notices were issued on 16 January 2025. Owners are reminded all overdue accounts attract interest charges (at 10% pa) after 30 days, including for partial amounts unpaid. To avoid these interest charges, owners making periodic payments should ensure outstanding amounts are paid in advance and in full by the due date.

**6.2 Current Ivy Residents.** The Strata Manager has been asked to ensure we have an up-to-date list of Ivy owners, landlords and tenants (including Property Managers for rental properties). All owners are asked to cooperate with this request.

**6.3 Emergency Evacuations.** Mobility issues are a major concern in the event of a time critical evacuation. Owners and residents who would like their unit number placed on a confidential, limited mobility list (held in the Fire Control Room) should advise Bright & Duggan.

**6.4 Otis Lift Contract.** The Committee received a positive response on 31 January to the letter sent by the Acting Chair and EC Secretary to the Michael Salter, ACT Operations Manager for Otis.

Michael has promised to improve their maintenance oversight, appoint a new senior technician for The Ivy (to start in February), prepare a customised Lift Maintenance Plan for the Ivy which he will provide to the EC, and advise the Building Manager on planned decommissioning of the REM and installation of their Otis One system.

**6.5 Balustrade Spacers.** ABS Façades has completed installation of replacement rubber washers on all accessible balustrades. These repairs have been carried out at zero cost to the Ivy Owners Corporation. The Committee extends its thanks to Milin Builders and ABS Facades for their prompt action in addressing this concern.

**6.6 Basement Carpark - Wet Sweep.** Cleaning of the basement carparks is scheduled for 17- 18 March. The Strata Manager will send out advance notice to residents and the Building Manager will put a notice on the notice boards.

Residents are asked to remove their cars by 8.30 am each morning. Owners wanting to have their garage floors cleaned, at their own risk, need to leave their garage door open and remove items off the floor so they don't get wet.

**6.7 Breach of House Rules.** The following notices were issued this month:

- Warning notice (Rule 13) for smoking in the indoor bathroom, triggering the fire alarm.
- Warning notice (Rule 16) to 2 units for glass (and poor tenant behaviour) in the indoor pool/spa area.
- Warning notice (Rule 17) for parking in the front driveway.

**6.8 Insurance Risk Assessment.** As advised at the last EC meeting, AusRisk Consulting undertook an insurance risk assessment of The Ivy and its plant and equipment on 12 February. Both the FM and BM were on site to provide any information required.

**6.9 MLA Petition – Woden Precinct.** The local member for Murrumbidgee, Dr Marissa Paterson, is sponsoring a petition to the ACT Legislative Assembly that calls on the Standing Committee on Environment, Planning, Transport and City Services to conduct an inquiry into improving the sustainability and liveability of Phillip/Woden Town Centre and its surrounding precincts.

Interested owners and residents can find the petition and items for the Inquiry's Terms of Reference at <https://epetitions.parliament.act.gov.au/details/e-pet-054-25>. The petition is currently open for signature and closes on 4 March 2025.

**6.10 Sustainable Apartments Pilot Program.** On 17 February, the ACT Owners Corporation Network (OCN) advised that the ACT Government has launched a "Sustainable Apartments Pilot". The pilot program will select seven representative complexes to participate in funded feasibility studies aimed at meeting the challenges of future electrification (i.e. retirement of existing gas infrastructure and electric vehicle charging). For further information see:

<https://www.climateschoices.act.gov.au/policy-progrms/sustainable-apartments-pilot>

**6.11 Unit Alterations.** Owners are reminded all unit alterations require approval from the Executive Committee. As agreed at the 6<sup>th</sup> AGM, flooring alterations that do not meet a minimum 5-star acoustic rating will NOT be approved. An Alterations Request Form is available on BuildingLink or by contacting the Strata Manager (Bright & Duggan) or Building Manager (Matt).

## **7 GENERAL BUSINESS**

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**7.1** No items for discussion.

## **8 MEETING CLOSURE**

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**8.1** The meeting concluded at 12.03 pm.

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## **ADDENDUM 1 – BUILDING CONDITION UPDATE – 14 FEBRUARY**

### **BUILDING CONDITION ITEMS**

#### **Building Condition and Regulation**

6-year structural report

BM has followed up with Wise Choice on a progress update. 14/2

Ongoing with Milin – Curtain wall facade leak

TWS attended 6/2 to seal levels 7-2 and remove silicone from windows on level 10 & level 8. Water ingress still presenting in several floors. Milin have sent through a façade mark-up of the levels affected, Milin awaiting TWS response. 13/2

Building Driveways & Pathways

Several oil marks in the trade bays, emergency bay and drop off/pick up zone. Pavers are porous and have absorbed a lot of the oil, two chemicals have been used, neither successful. FM has one product from agar to try when some spare time is available.

Footpath front entry expansion joint

Expansion joint mastic and small paved footpath between driveway and letterboxes has started lifting significantly, this was passed onto Milin for review, they have advised they will not cover the cost of remediation. Options were provided and contractor details passed onto BM for expansion cover options. BM has contacted contractor twice, waiting for a call back.

Broken paver at rear of building

Paver cut and replace ajar unit 101 courtyard – WO issued to Flamboyant constructions

Common Areas

Higgins painting maintenance 2025 – Stage 1 commenced 11/2.

#### **Emergency Equipment**

5 yearly testing on hydrants, sprinklers, and fip

CEFA will pick up FIP, Sprinkler system and Hydrants on next annually service due in March 2025.

6 monthly defect - Fire doors

Awaiting letter of advice from Vortex Fire, followed up on 6/2/25, with a response from the fire engineer saying he will chase it up with the team again. FM to follow up week ending 21/2.

#### **Security and Paths of Travel**

Townhouse intercom access

Options provided from FERMAX to Don via email. One option is video intercoms connected up in the BM office, townhouse residents then use an app on their phone to check the intercom, etc.

#### **Roof Condition**

Townhouse ceilings repainting

TH278 had a ceiling leak mid-late 2024, previous owners repainted ceiling prior to town house going on the market following AM & DM's attendance.

## **Vertical Transport**

Lift 4 & 5 replacement buttons

Raised with OTIS service tech

Lift 3 high pitched noise

BM raised high pitched sound in lift 3 with OTIS service technician while he was on-site during routine maintenance. Noise has been addressed. No further issues.

## **Automatic gates/Roller doors**

Waste room roller door service schedule

Add B1 garbage room roller doors to carpark door service schedule. FM has raised with ACT Doorland 14/2.

Perspex install on roller door controller

Completed.

## **Pools**

Sauna maintenance

Completed.

Pool/Spa boiler maintenance

BBM subcontracted by SEDA attended 13/2. – Pool boiler #2 has a faulty gas valve. – BM discussed with total pools, total pools to check warranty terms and conditions and advice. BBM are supplying a quote to SEDA

## **Garden Areas**

Mulching in gardens and raised planters.

Mulching requires quoting, FM has reach out to all seasons again on 13/2. Some garden beds will not be able to be done to a degree due to plant density.

Higgins plant damage.

23 out of the 25 lavender plants have made a full recovery. Invoice sent by all seasons was passed onto Higgins, all seasons have confirmed the invoice has been paid.

Olive tree pot

EC opted not to fix drainage in pot. FM shortened irrigation line, olive tree seems to be stabilising. Quote for additional top up of soil has been requested by the BM to all seasons. Lavender plants to be re-planted following this free of charge.

Rectification of front garden hedge deterioration

Quote request sent to All Seasons on 13/2, to remove dying/adjacent hedge including the 2 small hedges near the fire door exit and re-plant with new viburnums.

Additional ferns to be planted in the front entry planter box (left side facing the front door) to match the planting on the right side

Area behind mailboxes?

Replanting of nature strip (in front of townhouses) with hardy, water resistant ground cover.

I would not recommend planting anything here due to lack of irrigation. Recommendation is either rocks or mulch.

## Wall seepage from silver moon plants

All seasons cut back silver moon plants at front entry as a test, gardening sub-committee to advise if the rear garden beds should be cut back same as front entrance.

## Maple tree in western wind break

Water shut off valve turned off inside pot. BM will monitor and check soil in a week or so. Irrigation will need to be re-routed.

## Pest Control

### Rat sighting

Rat sighted running through garden bed adj townhouse footpath to Irving Street, FM has arranged additional bait stations to be installed around townhouse areas on 24/2 in conjunction with quarterly bait station service.

### Bug and spider spray / Window and balustrade clean

To be done prior as part of window and balustrade clean. Date TBC by vertical rope access, awaiting response.

## Cleaning

### Cleaning issues

Issues raised at the start of January which consist of waste rooms cleanliness, waste chute door cleaning, vacuuming etc raised with M&M Rolfe. Efforts have been made to improve the areas.

## Electrical and lighting

### Lighting replacements

1x LED non-emergency light requires replacement near carpark entry ramp. 3x down lights require replacement. NT level 1 light switch has been written on - requires removal and install of sensor. WO requested for Maritex to attend

## Hydraulics

### Hot water unit replacement

1x hot water unit with electrical issues requires attention – watertight are aware

## Basement

### Basement B1 & B2 wet clean

Scheduled in for 17<sup>th</sup> – 18<sup>th</sup> of March

### Garage roller door clean

Scheduled in 4<sup>th</sup> – 5<sup>th</sup> of March

## Refuse Areas

### Bin chute walls

Corflute and existing signage being installed by EC.

### Forklift service agreement

New service agreement required. FM has reached out to Crown for a new service agreement again, awaiting email from service team.

### Bin chute clean

Scheduled in for 25<sup>th</sup> February – Notices to go out COB Tuesday 18/2

SignLime – proofs for new signs) (quote 11408 - approved 15 Jan) WO sent, proofs will be received in due course – lead time 3-4 weeks.

BBQ Timber benches – Point quote Completed.

Front bollard repair – Flamboyant invoice - Invoice will be separate to front paving damage. BM has requested separation of invoices.

Balustrade Spacer Replacements. This work is expected to be completed by end January. Completed for the most part. Awaiting confirmation on ABS to cover chipped balustrade on balcony of unit 148.

Fire Alarm Monitoring. Johnson Controls annual quote (\$2,000 ex GST, no contract) expired on 20 Oct 2024. Complete.

### **Purchases**

Safety Mats for Hallway to Indoor Pool- BM to purchase six (6) Matpro Black Safety Cushion Mats (80 cm x 120 cm from Bunnings @ \$39.86 each)  
Complete.

Purchase and installation of SupaGrip SafeKerb Ramp to avoid North Garden pathway trip hazards.  
WO issued to PointFS 13/2.

### **Actions from December EC meeting:**

The most recent building report notes a couple of minor defects that the Building Manager has the capacity and authorised expenditure limit to correct:

- Wooden double door into pool pump room requires minor repairs; the internal trim and door bolt on the second door requires replacement. WO sent .
- **Trello** – update on action items. Line items have been updated. Relevant information still needs to be put in and/or updated if need be.

### **Committee update:**

- **Acoustic Sound Engineer update.** All 3 acoustic proposals received and sent to EC 14 Feb.

## ADDENDUM 2

### 2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 14/02/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>TD01</b>	25/01/2025	4.30%	3 months	\$161,792.44	25/04/2025
<b>TD03</b>	27/11/2024	4.70%	3 months	\$160,000.00	25/02/2025
<b>TD05</b>	07/01/2024	4.65%	3 months	\$120,000.00	07/04/2025

**\$441,792.44**

<b>SINKING FUND</b>					
<b>TD02</b>	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
<b>TD04</b>	27/11/2024	4.70%	3 months	\$88,248.92	25/02/2025
<b>TD06</b>	14/01/2025	4.65%	3 months	\$78,490.56	14/03/2025

**\$616,739.48**

### 2.2 Improvement Fund

2% Ivy Improvement fund			<b>\$26,249.00</b>
20/11/2024	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations /	\$580.70	
12/09/2024	BM baby gift	\$100.00	
20/01/2025	Look Signage - B1 north	\$148.80	
03/02/2025	Pool corridor mats	\$287.50	
		<b>\$1,418.43</b>	
	<b>Total remaining</b>		<b>\$24,830.57</b>

### 2.3 Contingency Fund

5% Contingency fund			<b>\$65,622.00</b>
20/11/2024	Shanes Glass - Balustrade replacement	\$2,181.82	
20/01/2025	Flamboyant - Bollard replacement	\$500.00	
		<b>\$2,681.82</b>	
	<b>Total remaining</b>		<b>\$62,940.18</b>

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## ADDENDUM 3 – GARDEN MAINTENANCE

The Garden Sub-Committee is progressing the following improvements to our gardens and outdoor areas in conjunction with the Building Manager:

### Garden Contractor

- Trimming of the silver moon plants hanging over the garden planter boxes.
- Removal of birch tree suckers in the pool side lawn.
- Trimming of various trees and shrubs, including the entrance driveway to the basements.
- Coring and fertilising of the grass lawn in the outdoor pool area (once only).

### Quotes (to be prioritised)

- Additional ferns to be planted in the front entry planter box to the LHS of the mailboxes.
- Rectification of the front garden hedge adjacent to Oaks 3 (All Seasons quote \$3,000).
- Check/install irrigation to dying gardenias and ground cover plants in the front driveway centre planter box.
- Removal and replacement of underplanting in the Yoga lawn pots.
- Addressing plant die back outside unit 5 (north side garden).
- Removal of grasses in the rear garden (replacement with more suitable natives).
- Better management of the nature strip in front of the Townhouses (no irrigation).
- Removal of staining from silver moon plants on garden planter box walls.
- 12 x lavender plants plus soil for northern olive pot (All Seasons quote \$80).

### Cleaners

- Cleaning of dirt around the base of all white planter pots.
- Removal of plant litter from outdoor paved and timbered areas.

### Building Manager

- Remediation of the maple tree in the western side wind break (water valve now shut off).
- Irrigation management in the northern olive tree planter pot (BM has reduced irrigation).

### Sub-Committee

- Removal of tree stakes in the rear (north) garden.
- Removal of suckers under the magnolia plants around the Yoga lawn.
- Removal of the invasive plant in the playground BBQ garden bed.

### Painting

- Identification of outdoor painting requirements for Stage 2 of the Higgins painting contract later this year.
- 23 of 25 lavender plants have made a full recovery (Higgins has paid invoice).

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## **ADDENDUM 4: HIGGINS PAINTING PLAN FOR 2025**

### **PROPOSED STAGES**

#### **Stage 1**

The BM met with Higgins Coatings on 21 January 2025 and identified six external items for early attention (estimated at approx. 80 hours work):

- 6x painted structural poles (grey) supporting the front “Porte Cochere” (surface rust appearing).
- Front foyer entrance (white painted fibre cement sheeting surrounding the intercom, sliding door and glass windows).
- 2x polished concrete seats (one out front of building entrance and second one in the eastern seating area adjacent to unit 102 courtyard).
- Hydrant booster/fire stair well hut at LHS entrance of the driveway (grey and white areas).
- Western BBQ side steel wind break (grey) - surface rust appearing.
- Paint the 4 large white pots in outdoor pool area.

This work was completed 11-18 February

#### **Stage 2 (to be confirmed)**

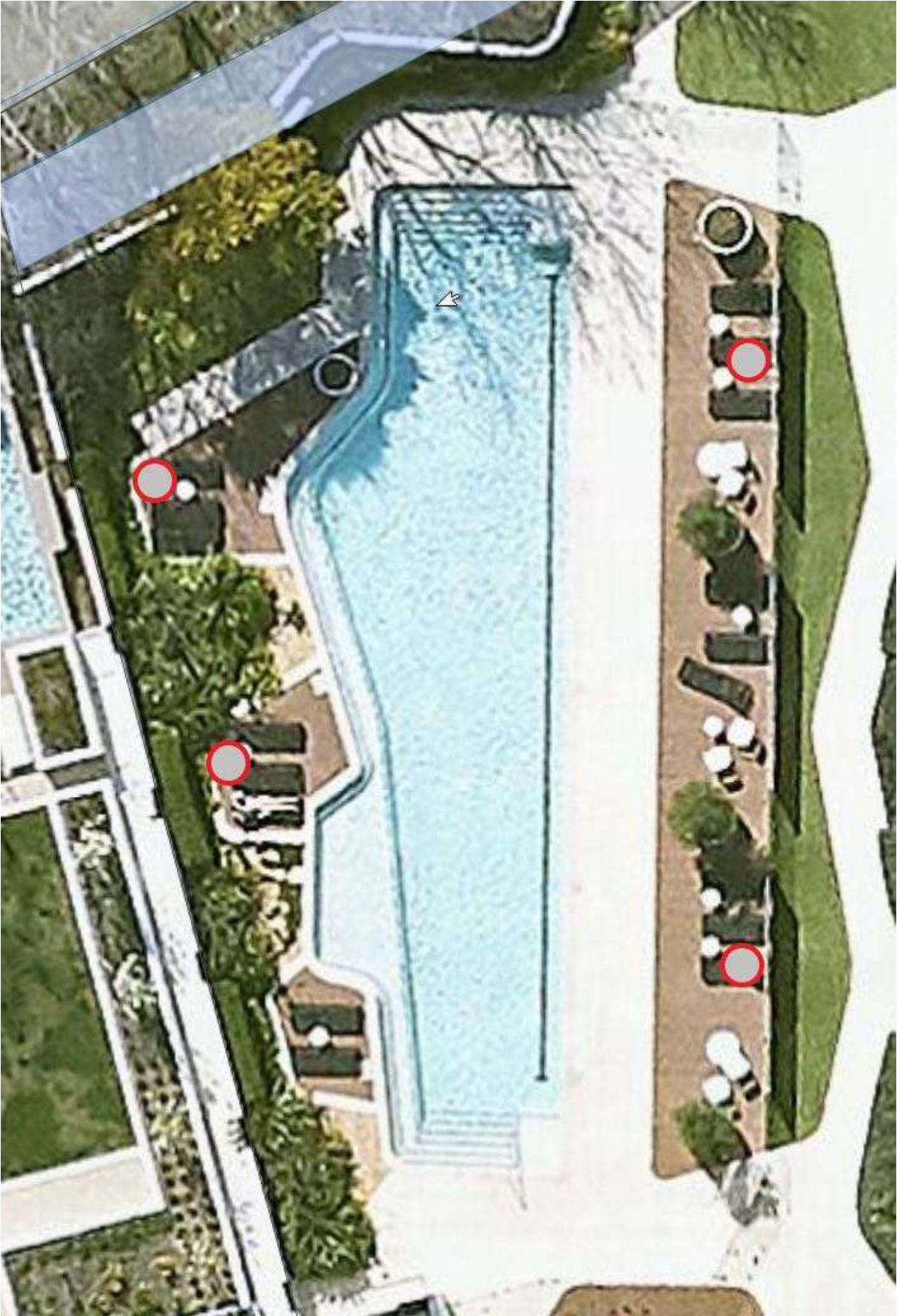
BM discussions with Higgins on 3 February identified the following items for the remaining 100 hours:

- Paint the east side external wall (grey) along the driveway beside Townhouse 279.
- Repair the large expansion crack in the side wall alongside the pedestrian stairs to Townhouse 279.
- Repaint both sides of this wall (white) after the crack repaired.
- Minor render then repaint the north face of the eastern stairwell to B1 in the front driveway
- Repaint southern wall of the Garbage Storage room (white) in the front driveway.
- Repair/repaint expansion joint in garden wall outside the cardio gym.
- Repair/repaint the 3 x large white pots in the front walkway.
- Repaint 4 x small white pots (two adjacent to the cardio gym and two near the courtyards to units 101 and 102).
- Paint two external fire stair exits (including surrounding walls, doors and frames):
- Western fire stair exit between unit 1 courtyard and the disabled toilet entry/exit.
- Eastern fire stair exit between library entry/exit and unit 6 courtyard.

Committee members will review and add/subtract items depending on priorities identified at the time (including any critical internal painting needs).

18 February 2025

ADDENDUM 5 – OUTDOOR POOL UMBRELLA LOCATIONS



## ADDENDUM 6

### Invoices paid – 01/01/2025 – 31/01/2025

1/01/2025	Jan 25	WATER TIGHT CANBERRA	452.63	INV-11305
6/01/2025	Oct 24	WATER TIGHT CANBERRA	452.63	INV-11042
7/01/2025	Jan 25	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-1798
7/01/2025	26/11/24-27/12/24	ACTEWAGL	3900.39	999254274393
7/01/2025	Safety Ramp Strips	POINT FACILITIES SOLUTIONS PTY	410.25	INV-1788
7/01/2025		POINT FACILITIES SOLUTIONS PTY	410.25	INV-1788
8/01/2025	Dec 24	TOTAL POOL SERVICE	2519.42	42094
8/01/2025	Dec 24	TOTAL POOL SERVICE	979.00	42093
8/01/2025	3 x Comingle	VEOLIA RECYCLING & RECOVERY	37.46	8100250097
9/01/2025	Income Tax 2024	ATO TAX	8280.90	ITR 24
9/01/2025	Jan 24	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-45784
10/01/2025	19/09/24-19/12/24	ICON WATER	18675.20	999254249370
10/01/2025	19/09/24-22/12/24	ORIGIN ENERGY ELECTRICITY LTD	181.96	92644792
14/01/2025	Dec 24	TOTAL POOL SERVICE	1558.28	42094
14/01/2025	Replace Pool Pump	TOTAL POOL SERVICE	1093.14	42139
14/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
14/01/2025	Dec 24	M & M ROLFE CLEANING SERVICES	16436.92	INV-8403
14/01/2025	Replace Batteries	COMPLETE ESSENTIAL FIRE & AIR	1595.00	INV-45990
14/01/2025	Dec 24	M & M ROLFE CLEANING SERVICES	684.09	INV-8432
14/01/2025	12/12/24-11/01/25	ORIGIN ENERGY ELECTRICITY LIMI	12440.79	97692317
15/01/2025	Credit Note	SEDA SERVICES	-1182.50	10695
16/01/2025		CANBERRA POOL INSPECTIONS	790.00	INV-00248
17/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
20/01/2025	Replace Bollard	FLAMBOYANT CONSTRUCTIONS	550.00	INV-0250
20/01/2025	Replace Tiles/Pavers	FLAMBOYANT CONSTRUCTIONS	3443.00	INV-0251
20/01/2025	Bird Control Feb-Apr	AUSTRALIAN PEST BIRD MANAGEMEN	594.00	00007229
20/01/2025	Look Signage	POINT FACILITIES SOLUTIONS PTY	163.68	INV-1822
22/01/2025		GRACE LAWYERS	112.00	182372
23/01/2025		HART PEST MANAGEMENT	935.00	INV-8238
23/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
23/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
24/01/2025		COMPLETE ESSENTIAL FIRE & AIR	287.10	INV-46124
24/01/2025		HART PEST MANAGEMENT	935.00	INV-8265



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Tuesday, 18 February 2025

**Time:** 10.04 am

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Julianne O'Brien (A/g Chair and Treasurer), Kevin O'Brien (Secretary), Donna Macpherson, Paul Stanton, Carol van Gelder, Martin Caddick, Tristan Veurink (Ivy Strata Manager), Khevna Patel (Bright & Duggan).

Observer: Guy Hutchison (unit 27), who has expressed interest in joining the Committee.

Apologies: Don McLean

Resignation: Paul Stanton advised the Committee before the meeting that he wished to resign and this would be his last meeting. The Committee would like to thank Paul for his contribution and wishes him all the best.

### **1.2. Conflicts of Interest.** None noted.

### **1.3. Previous Meeting Minutes.**

The minutes of the EC Meeting on Tuesday, 28 January 2025 are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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### **2.1. Building Condition Report** (31 January 2025) – Noted.

The Committee agreed Bright & Duggan should continue to circulate this report by email to Ivy owners each month.

### **2.2 Building Condition Update** (14 February - see **Addendum 1**). Current concerns:

- Water leaks are still presenting on the South Tower Curtain Wall (several floors). Milin has provided a façade mark-up and raised again with Taylors Windows (see **item 5.7**).
- Milin has advised they will not cover the cost of remediating the front, paved walkway expansion joint (see **item 5.8**).
- The outdoor pool boiler #2 has a faulty gas valve (see **item 5.9**).

The Building Manager last month authorised work orders (Bright & Duggan has issued) under Points' authorised expenditure limit for the following minor maintenance:

- Installing bird spikes above fire panel exit doors, given the level of debris (AM&DM).
- Repairs to the pool pump room doors (Flamboyant).
- Cutting and replacing a broken paver near courtyard 101 (Flamboyant).
- Various electrical light and light switch replacements (Maritex).
- Repair of the aluminium post on the LHS of the basement entry driveway (Point FS).

Owners and residents are advised that:

- Waste room bin chutes - cleaning is scheduled for **25 February**.
- Owners' garage roller doors – cleaning is scheduled for **4-5 March**.
- Basement car parks – Wet scrub of B1 and B2 is scheduled for **17-18 March** (item 6.6).
- Annual servicing of the sprinkler system, fire hydrants and Fire Inspection Panel (FIP) is due mid-March.

### 3. TREASURER'S REPORT AND LEVY SITUATION

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#### 3.1. Overall Financial Position @ 14 February 2025

**Total Owners Funds: \$1,069,760.20**

- Administration Fund - \$448,850.15
- Sinking Fund - \$620,910.05

**Owners Net Assets: \$1,069,760.20**

- Assets = \$1,241,544.68
- Liabilities = \$171,794.48

#### Cash Accounts

- Admin fund = \$121,245.68
- Sinking Fund = \$43,402.89

#### 3.2. Investment Accounts (see Addendum 2)

- Admin Fund Investments = \$441,792.44
- Sinking Fund Investments = \$616,739.48

**3.3. Investment activity.** There has been no new investment activity since the Committee's last meeting on 28 January 2025 (see Addendum 2.1).

**3.4. Financial decisions.** The Committee authorised Bright & Duggan to undertake the following investment activity:

- Administrative Fund: TD03 matures 25/02/25 – on maturity, reinvest current principal (\$160,000) plus interest for 3 months at best interest rate.
- Sinking Fund: TD04 matures 25/02/25 – on maturity, reinvest current principal (\$88,248.92) plus cash account balance (currently \$43,402.89) plus interest for three months at best interest rate.

### 3.5. Ivy Improvement Fund (see Addendum 2.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$1,418.43
  - Remaining allocation: \$24,830.57

### 3.6. Contingency Fund (see Addendum 2.3)

- 5% budget allocation: \$65,622.00
  - Total expenditure (year to date): \$2,681.82
  - Remaining allocation: \$62,940.18

### 3.7. Levy Arrears (as of 14/2/2025) = \$ 17,992.31 (GST incl)

Five units are in arrears:

- Unit 175 total arrears = \$8,079.63. Two ACT Magistrate Court judgements have been entered against the owner:

- 1) The first Judgment was entered on 18 October 2023 and a Garnishee Order for the repayment of \$3,835.64 was issued to their employer on 1 December 2023. Only \$900.00 was paid towards the First Judgment debt as the garnishee payments stopped on 3 November 2024 when the owner changed employment.

As the garnishee payments have not resumed, the owner is in breach of the first judgement order. On 12 February 2025, Grace Lawyers issued a letter to the debtor advising that the payment arrangement has been breached in accordance with the Court Order and requesting that full payment of the amount owing on the owner ledger be made within 14 days. If the debtors fails to make payment Grace Lawyers are instructed to commence proceedings against the owner.

- 2) A second Judgment was entered on 10 September 2024 with orders for \$4,634.74 to be paid in fortnightly instalments of \$200.00 from 28 September 2024. Although the owner missed the first two payments, the owner is currently complying with the fortnight payment schedule.

The Committee is concerned this repayment plan is only repaying past debt. In the last three months, the debt has been reduced by only \$367. The owner is not making the additional payments required (approx. \$200 per fortnight) to cover new levies as they fall due (e.g. on 1 March 2025 the arrears debt will increase to over \$9,000).

If the owner misses another payment, the Committee authorised the Treasurer to instruct Grace Lawyers to issue a Letter to Debtor requesting full payment of the second judgement.

- Four other owners have not paid their 1 December 2024 levy. If their unit arrears remain unpaid after 90 days (on 1 March 2025), the Committee authorised Bright & Duggan to engage Grace Lawyers to commence legal action.

## 4. MATTERS FOR DECISION

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**4.1 Balustrade Repairs.** The Committee authorised Shane's Glass on 28 January to replace the glass balustrade that shattered earlier that day in the South Tower (Quote #1598 for \$2,181.82 ex GST). Bright & Duggan has issued the Work Order. The site has been made safe as the repairs will take up to 6 weeks (mid-March).

The Committee confirmed this out-of-session decision.

**4.2 Library Window Panel.** The glass window panel in the Library was cracked by falling glass from the above balustrade. The BM obtained quotes from:

- Discount Glass (QU-4229 of 30 Jan for \$2,516.36 ex GST), but the panel width quoted is incorrect (BM says to allow an extra \$1-200)
- Shane’s Glass (Q-1597 of 30 Jan for \$2,545.45 ex GST).
- ABS Façade has not responded.

The Committee accepted the Shane’s Glass Quote #1597 for \$2,545.54 ex GST and authorised Bright & Duggan to issue the work order.

**4.3 Spot Carpet Cleaning.** On 15 January, the Building Manager recommended spot cleaning be undertaken on at least three levels in both Towers, given that a building-wide carpet clean is not scheduled before May/June 2025. Another owner has requested additional spot cleaning.

As other floors are showing signs of excessive wear, the Committee agreed to a full clean of all common area carpets (including hallways) next month. The Treasurer noted a second clean could be scheduled for October/November 2025 and suggested the Committee budget for two full cleans a year in 2025-26. The Strata Manager offered to obtain the names of several reputable firms, given the difficulty of removing spot stains.

The Committee requested the Building Manager to obtain three quotes for a full carpet clean as soon as possible and agreed to take a decision out-of-session so Bright & Duggan can issue the work order.

**4.4 Unit 32 – Unauthorised Alteration.** The unit owner has now provided technical specifications for these flooring alterations. The Building Manager advised on 17 February that the 15mm Embelton flooring, with the specific underlay used, should satisfy a 5-6 Star acoustic rating.

The Committee noted its reluctance to give retrospective approvals but, given full cooperation from the unit owner, agreed to approve these alterations in this instance. The Committee authorised Bright & Duggan to notify the owner accordingly and requested that The Ivy’s approved Alteration Application form be included with the Welcome Letter to all new owners.

## 5 MATTERS FOR DISCUSSION

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**5.1 Facilities Management Agreement (FMA).** Committee members met with Matt Benedetti and Matt Lam on 7 February as part of our regular, 4-monthly review of the FMA. Following consideration of the matters raised, the Committee agreed to:

- Streamline EC decision-making and communication processes, with a single EC point of contact for the Building Manager (BM) on all authorised work.
- Reduce the administrative load on the BM.
  - The Building Condition report will now be prepared 5 business days before each EC meeting (obviating the need for a separate emailed update – currently Addendum 1).
  - Bright & Duggan will email this Building Condition Report to owners each month.
- Adopt the proposed “Ivy Building Manager Duties and Responsibilities” statement which captures the Ivy-specific provisions in our FMA, such as:
  - A clear statement of the BM’s functions, including minor maintenance tasks.
  - Improved record keeping, asset management and assistance with EC planning.
  - The BM to action maintenance requests on BuildingLink (note: Bright & Duggan closes them off when they have issued the work order).

- An updated “EC Guideline – Authorised and Critical Infrastructure Maintenance”.
  - The Committee agreed to reduce the BM’s Authorised Expenditure Limit (AEL) for immediate repairs to \$1,000 (and removed the urgent repair limit of \$5,000).
  - The Committee will provide a copy to Bright & Duggan to assist with AEL implementation.
- Include these documents in the Induction Pack for new Committee members.

**5.2 Acoustic Engineering Report.** The Committee received proposals from three companies (BSE, DDGE and WSP) on 14 February. Quotes range from approx. \$7,000 to \$9,000 ex GST.

The Committee agreed further consideration is needed on the practicalities of these proposals, including the number, type and range of floors to be tested, the usefulness of existing specifications, guidance provided to the Building Manager for future assessments, preparation of FAQs for participating owners and the requirements for yoga room testing.

**5.3 Origin Centralised Energy Services.** As approved at its last meeting, the Committee wrote to Origin Energy on 29 January seeking further information on their proposal for a new, centralised gas Hot Water plant (at no direct cost to the OC).

The Committee noted that Origin advised Bright & Duggan late last week they will be responding to our letter shortly. They have agreed to extend the validity period for their proposal to 9 April 2025.

**5.4 Front Driveway Garden Wall.** Several Committee members noted that following the construction of Oaks 3, it is becoming increasingly difficult to locate the Ivy driveway entrance especially at night, given the street address is set well back and is obscured by garden shrubs and the overhanging tree. It is proposed that a low (800mm) white rendered wall (with appropriate street signage) be constructed in the front garden bed immediately adjacent to the public foot path. This is unlikely to require a Development Application given the low height of the proposed wall.

The Committee agreed to develop the concept in-principle, including to obtain indicative quotes of the likely costs involved. The Strata Manager offered to help identify suitable construction firms. On receipt, the Building Manager is asked to obtain suitable construction quotes, noting that the project may be undertaken in stages and may take several months.

An Ivy Improvement Proposal would be developed to consult with OC members and the details finalised before a decision is taken to proceed.

**5.5 Residential Tenancies Act (RTA).** As agreed at the last meeting, Bright & Duggan advised all Ivy owners and landlords on 13 February of recent amendments to the RTA. Landlords must provide their tenants with a copy of The Ivy’s OC Rules (preferably held in their unit) and tenants (including visitors) must now comply with any notice served in accordance with these OC Rules. Bright & Duggan indicated that this advice has been well received to date.

Bright & Duggan confirmed that landlords and/or the property manager are also required under the RTA to notify The Ivy OC within 14 days of any change in their unit occupancy. For tenants, this would normally occur every three, six or 12 months (or longer). Short stay lettings (e.g. on Airbnb) present more of a challenge and the Strata Manager asked for guidance.

The Committee agreed that common sense provisions should apply. Owners offering private or short-stay leasing should:

- Confirm to Bright & Duggan every three months that these leasing arrangements continue.
- Provide assurances that a copy of The Ivy’s OC Rules (summary provisions) is available within their unit.
- Confirm each lessee has been advised of their obligations to comply with these Rules.

**5.6 Structural Defects Report.** The Building Manager contacted Steve Wise last week to ascertain the status of his report. Steve advised that he is in the process of consolidating his assessments and should have his advice back to us by the end of the week.

The Committee agreed to review this advice and select the preferred structural engineering firm at its next meeting.

**5.7 South Tower Façade Leaks.** As noted above, Taylors Windows attended on 6 February for further remedial work on the South Tower curtain wall. Milin is aware that water seepage is still being detected on several levels after heavy rain and has taken up again with Taylors Windows.

The Building Manager asked to follow up with both Milin and Taylors Windows, noting this issue will need to be highlighted in the 6-year Structural Defects Report.

**5.8 Front Driveway Expansion Joint.** The Building Manager advised on 12 February that Milin will not cover the cost of remediating the front walkway expansion joint (and associated paver damage). Instead of arguing with Milin that the issue is structural, the Committee agreed to have this issue investigated by the structural engineer as part of the Structural Defects Report. The findings of the report will inform the options for remediation of the damage.

**5.9 Outdoor Pool Boiler.** Following regular servicing of the outdoor pool heaters on 13 February, SEDA/BBM has identified that pool boiler #2 has a faulty gas valve. The unit has been turned off for the time being. Total Pools has advised the remaining 2 heaters for the outdoor pool will be sufficient for the time being.

The Committee noted that Total Pools is checking the warranty provisions and will advise.

**5.10 Garden Sub-Committee.** The Building Manager has confirmed that various matters raised by the Sub-committee in January are being addressed (see **Addendum 1**). Sub-committee members did another walk around of the front and rear gardens on 13 February to identify other initiatives that could be taken (see **Addendum 3**).

The Committee noted this is a useful work program and that some items need to be quoted for (and then prioritised given the limited budget). The Committee will prepare a list of maintenance items that need to be discussed with All Seasons as part of their contract. If the garden work is additional and needs to be quoted, the BM will seek three quotes.

The BM has obtained quotes from All Seasons for:

- Rectification of the Oaks 3 side garden hedge (QU-0907 of 17 Feb for \$3,000 ex GST). The Committee agreed in principle to engage a gardener to rectify the diseased hedge along the driveway and accepted the BM's recommendation that 2 additional quotes be sought. On receipt, the Committee will select the preferred contractor out-of-session.
- Soil and lavender plants for olive pot (QU-0911 of 17 Feb for \$80 ex GST). The BM will arrange a work order as this quote is within his AEL.

**5.11 Higgin's Painting Plan.** Higgins Coatings completed the first stage (80 hours) of the 2025 Painting Plan on 18 February and the outcome seems promising. Committee members have also identified various items to be considered later this year (100 hours - see **Addendum 4**).

The Committee agreed to keep this proposed Painting Plan under review, with input from the Garden Sub-committee and other members, with a view to Stage 2 work being undertaken in September/October 2025.

**5.12 Remote Controls Audit.** Given limited availability of EC members, the Committee agreed the planned audit of the remote controls should be postponed to April/May. Bright & Duggan offered to provide information on how this process is handled in other complexes.

**5.13 Outdoor Pool Umbrellas.** After 3 months of sustained effort, the four cantilever umbrellas were installed on 17 February (see locations at **Addendum 5**). The Committee agreed:

- Laminated signs will be put up with instructions on how to use (raise/lower) carefully.
- Interested residents can volunteer to help manage the umbrellas each evening.
- Bright & Duggan will alert all residents, asking them to take care when raising and lowering the umbrellas, especially in high wind conditions.
- Residents needed to be aware of the OC Rules approved at the 2024 AGM:

*“23. Pool Area and Umbrellas*

*a) Owners and residents are required to supervise all visitors and children in the outdoor pool area at all times.*

*b) Owners and residents must:*

*i. Comply with the Pool Rules.*

*ii. Ensure pool lounges and furniture and the pool umbrellas are used safely.*

*iii. Close and lock down umbrellas after you have used them, or whenever there are high winds, especially if you are the last to leave the area.*

*iv. Leave the pool and BBQ area in a clean and tidy condition.*

*v. Report any damage to the Building Manager.”*

**5.14 Wellness Room Upgrade.** The Committee noted that progress on this proposal is dependent in part on advice regarding the acoustic properties of the yoga room (**item 5.2**) and it will consider how best to proceed in the light of this information.

## **6 MATTERS FOR NOTING.**

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**6.1 Owner Contributions due 1 March.** Quarter levy notices were issued on 16 January 2025. Owners are reminded all overdue accounts attract interest charges (at 10% pa) after 30 days, including for partial amounts unpaid. To avoid these interest charges, owners making periodic payments should ensure outstanding amounts are paid in advance and in full by the due date.

**6.2 Current Ivy Residents.** The Strata Manager has been asked to ensure we have an up-to-date list of Ivy owners, landlords and tenants (including Property Managers for rental properties). All owners are asked to cooperate with this request.

**6.3 Emergency Evacuations.** Mobility issues are a major concern in the event of a time critical evacuation. Owners and residents who would like their unit number placed on a confidential, limited mobility list (held in the Fire Control Room) should advise Bright & Duggan.

**6.4 Otis Lift Contract.** The Committee received a positive response on 31 January to the letter sent by the Acting Chair and EC Secretary to the Michael Salter, ACT Operations Manager for Otis.

Michael has promised to improve their maintenance oversight, appoint a new senior technician for The Ivy (to start in February), prepare a customised Lift Maintenance Plan for the Ivy which he will provide to the EC, and advise the Building Manager on planned decommissioning of the REM and installation of their Otis One system.

**6.5 Balustrade Spacers.** ABS Façades has completed installation of replacement rubber washers on all accessible balustrades. These repairs have been carried out at zero cost to the Ivy Owners Corporation. The Committee extends its thanks to Milin Builders and ABS Facades for their prompt action in addressing this concern.

**6.6 Basement Carpark - Wet Sweep.** Cleaning of the basement carparks is scheduled for 17- 18 March. The Strata Manager will send out advance notice to residents and the Building Manager will put a notice on the notice boards.

Residents are asked to remove their cars by 8.30 am each morning. Owners wanting to have their garage floors cleaned, at their own risk, need to leave their garage door open and remove items off the floor so they don't get wet.

**6.7 Breach of House Rules.** The following notices were issued this month:

- Warning notice (Rule 13) for smoking in the indoor bathroom, triggering the fire alarm.
- Warning notice (Rule 16) to 2 units for glass (and poor tenant behaviour) in the indoor pool/spa area.
- Warning notice (Rule 17) for parking in the front driveway.

**6.8 Insurance Risk Assessment.** As advised at the last EC meeting, AusRisk Consulting undertook an insurance risk assessment of The Ivy and its plant and equipment on 12 February. Both the FM and BM were on site to provide any information required.

**6.9 MLA Petition – Woden Precinct.** The local member for Murrumbidgee, Dr Marissa Paterson, is sponsoring a petition to the ACT Legislative Assembly that calls on the Standing Committee on Environment, Planning, Transport and City Services to conduct an inquiry into improving the sustainability and liveability of Phillip/Woden Town Centre and its surrounding precincts.

Interested owners and residents can find the petition and items for the Inquiry's Terms of Reference at <https://epetitions.parliament.act.gov.au/details/e-pet-054-25>. The petition is currently open for signature and closes on 4 March 2025.

**6.10 Sustainable Apartments Pilot Program.** On 17 February, the ACT Owners Corporation Network (OCN) advised that the ACT Government has launched a "Sustainable Apartments Pilot". The pilot program will select seven representative complexes to participate in funded feasibility studies aimed at meeting the challenges of future electrification (i.e. retirement of existing gas infrastructure and electric vehicle charging). For further information see:

<https://www.climatechoices.act.gov.au/policy-progrms/sustainable-apartments-pilot>

**6.11 Unit Alterations.** Owners are reminded all unit alterations require approval from the Executive Committee. As agreed at the 6<sup>th</sup> AGM, flooring alterations that do not meet a minimum 5-star acoustic rating will NOT be approved. An Alterations Request Form is available on BuildingLink or by contacting the Strata Manager (Bright & Duggan) or Building Manager (Matt).

## **7 GENERAL BUSINESS**

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**7.1** No items for discussion.

## **8 MEETING CLOSURE**

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**8.1** The meeting concluded at 12.03 pm.

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## **ADDENDUM 1 – BUILDING CONDITION UPDATE – 14 FEBRUARY**

### **BUILDING CONDITION ITEMS**

#### **Building Condition and Regulation**

6-year structural report

BM has followed up with Wise Choice on a progress update. 14/2

Ongoing with Milin – Curtain wall facade leak

TWS attended 6/2 to seal levels 7-2 and remove silicone from windows on level 10 & level 8. Water ingress still presenting in several floors. Milin have sent through a façade mark-up of the levels affected, Milin awaiting TWS response. 13/2

Building Driveways & Pathways

Several oil marks in the trade bays, emergency bay and drop off/pick up zone. Pavers are porous and have absorbed a lot of the oil, two chemicals have been used, neither successful. FM has one product from agar to try when some spare time is available.

Footpath front entry expansion joint

Expansion joint mastic and small paved footpath between driveway and letterboxes has started lifting significantly, this was passed onto Milin for review, they have advised they will not cover the cost of remediation. Options were provided and contractor details passed onto BM for expansion cover options. BM has contacted contractor twice, waiting for a call back.

Broken paver at rear of building

Paver cut and replace ajar unit 101 courtyard – WO issued to Flamboyant constructions

Common Areas

Higgins painting maintenance 2025 – Stage 1 commenced 11/2.

#### **Emergency Equipment**

5 yearly testing on hydrants, sprinklers, and fip

CEFA will pick up FIP, Sprinkler system and Hydrants on next annually service due in March 2025.

6 monthly defect - Fire doors

Awaiting letter of advice from Vortex Fire, followed up on 6/2/25, with a response from the fire engineer saying he will chase it up with the team again. FM to follow up week ending 21/2.

#### **Security and Paths of Travel**

Townhouse intercom access

Options provided from FERMAX to Don via email. One option is video intercoms connected up in the BM office, townhouse residents then use an app on their phone to check the intercom, etc.

#### **Roof Condition**

Townhouse ceilings repainting

TH278 had a ceiling leak mid-late 2024, previous owners repainted ceiling prior to town house going on the market following AM & DM's attendance.

## **Vertical Transport**

Lift 4 & 5 replacement buttons

Raised with OTIS service tech

Lift 3 high pitched noise

BM raised high pitched sound in lift 3 with OTIS service technician while he was on-site during routine maintenance. Noise has been addressed. No further issues.

## **Automatic gates/Roller doors**

Waste room roller door service schedule

Add B1 garbage room roller doors to carpark door service schedule. FM has raised with ACT Doorland 14/2.

Perspex install on roller door controller

Completed.

## **Pools**

Sauna maintenance

Completed.

Pool/Spa boiler maintenance

BBM subcontracted by SEDA attended 13/2. – Pool boiler #2 has a faulty gas valve. – BM discussed with total pools, total pools to check warranty terms and conditions and advice. BBM are supplying a quote to SEDA

## **Garden Areas**

Mulching in gardens and raised planters.

Mulching requires quoting, FM has reach out to all seasons again on 13/2. Some garden beds will not be able to be done to a degree due to plant density.

Higgins plant damage.

23 out of the 25 lavender plants have made a full recovery. Invoice sent by all seasons was passed onto Higgins, all seasons have confirmed the invoice has been paid.

Olive tree pot

EC opted not to fix drainage in pot. FM shortened irrigation line, olive tree seems to be stabilising. Quote for additional top up of soil has been requested by the BM to all seasons. Lavender plants to be re-planted following this free of charge.

Rectification of front garden hedge deterioration

Quote request sent to All Seasons on 13/2, to remove dying/adjacent hedge including the 2 small hedges near the fire door exit and re-plant with new viburnums.

Additional ferns to be planted in the front entry planter box (left side facing the front door) to match the planting on the right side

Area behind mailboxes?

Replanting of nature strip (in front of townhouses) with hardy, water resistant ground cover.

I would not recommend planting anything here due to lack of irrigation. Recommendation is either rocks or mulch.

## Wall seepage from silver moon plants

All seasons cut back silver moon plants at front entry as a test, gardening sub-committee to advise if the rear garden beds should be cut back same as front entrance.

## Maple tree in western wind break

Water shut off valve turned off inside pot. BM will monitor and check soil in a week or so. Irrigation will need to be re-routed.

## Pest Control

### Rat sighting

Rat sighted running through garden bed adj townhouse footpath to Irving Street, FM has arranged additional bait stations to be installed around townhouse areas on 24/2 in conjunction with quarterly bait station service.

### Bug and spider spray / Window and balustrade clean

To be done prior as part of window and balustrade clean. Date TBC by vertical rope access, awaiting response.

## Cleaning

### Cleaning issues

Issues raised at the start of January which consist of waste rooms cleanliness, waste chute door cleaning, vacuuming etc raised with M&M Rolfe. Efforts have been made to improve the areas.

## Electrical and lighting

### Lighting replacements

1x LED non-emergency light requires replacement near carpark entry ramp. 3x down lights require replacement. NT level 1 light switch has been written on - requires removal and install of sensor. WO requested for Maritex to attend

## Hydraulics

### Hot water unit replacement

1x hot water unit with electrical issues requires attention – watertight are aware

## Basement

### Basement B1 & B2 wet clean

Scheduled in for 17<sup>th</sup> – 18<sup>th</sup> of March

### Garage roller door clean

Scheduled in 4<sup>th</sup> – 5<sup>th</sup> of March

## Refuse Areas

### Bin chute walls

Corflute and existing signage being installed by EC.

### Forklift service agreement

New service agreement required. FM has reached out to Crown for a new service agreement again, awaiting email from service team.

### Bin chute clean

Scheduled in for 25<sup>th</sup> February – Notices to go out COB Tuesday 18/2

SignLime – proofs for new signs) (quote 11408 - approved 15 Jan) WO sent, proofs will be received in due course – lead time 3-4 weeks.

BBQ Timber benches – Point quote Completed.

Front bollard repair – Flamboyant invoice - Invoice will be separate to front paving damage. BM has requested separation of invoices.

Balustrade Spacer Replacements. This work is expected to be completed by end January. Completed for the most part. Awaiting confirmation on ABS to cover chipped balustrade on balcony of unit 148.

Fire Alarm Monitoring. Johnson Controls annual quote (\$2,000 ex GST, no contract) expired on 20 Oct 2024. Complete.

### **Purchases**

Safety Mats for Hallway to Indoor Pool- BM to purchase six (6) Matpro Black Safety Cushion Mats (80 cm x 120 cm from Bunnings @ \$39.86 each)  
Complete.

Purchase and installation of SupaGrip SafeKerb Ramp to avoid North Garden pathway trip hazards.  
WO issued to PointFS 13/2.

### **Actions from December EC meeting:**

The most recent building report notes a couple of minor defects that the Building Manager has the capacity and authorised expenditure limit to correct:

- Wooden double door into pool pump room requires minor repairs; the internal trim and door bolt on the second door requires replacement. WO sent .
- **Trello** – update on action items. Line items have been updated. Relevant information still needs to be put in and/or updated if need be.

### **Committee update:**

- **Acoustic Sound Engineer update.** All 3 acoustic proposals received and sent to EC 14 Feb.

## ADDENDUM 2

### 2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 14/02/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>TD01</b>	25/01/2025	4.30%	3 months	\$161,792.44	25/04/2025
<b>TD03</b>	27/11/2024	4.70%	3 months	\$160,000.00	25/02/2025
<b>TD05</b>	07/01/2024	4.65%	3 months	\$120,000.00	07/04/2025

**\$441,792.44**

<b>SINKING FUND</b>					
<b>TD02</b>	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
<b>TD04</b>	27/11/2024	4.70%	3 months	\$88,248.92	25/02/2025
<b>TD06</b>	14/01/2025	4.65%	3 months	\$78,490.56	14/03/2025

**\$616,739.48**

### 2.2 Improvement Fund

2% Ivy Improvement fund			<b>\$26,249.00</b>
20/11/2024	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations /	\$580.70	
12/09/2024	BM baby gift	\$100.00	
20/01/2025	Look Signage - B1 north	\$148.80	
03/02/2025	Pool corridor mats	\$287.50	
		<b>\$1,418.43</b>	
	<b>Total remaining</b>		<b>\$24,830.57</b>

### 2.3 Contingency Fund

5% Contingency fund			<b>\$65,622.00</b>
20/11/2024	Shanes Glass - Balustrade replacement	\$2,181.82	
20/01/2025	Flamboyant - Bollard replacement	\$500.00	
		<b>\$2,681.82</b>	
	<b>Total remaining</b>		<b>\$62,940.18</b>

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## ADDENDUM 3 – GARDEN MAINTENANCE

The Garden Sub-Committee is progressing the following improvements to our gardens and outdoor areas in conjunction with the Building Manager:

### Garden Contractor

- Trimming of the silver moon plants hanging over the garden planter boxes.
- Removal of birch tree suckers in the pool side lawn.
- Trimming of various trees and shrubs, including the entrance driveway to the basements.
- Coring and fertilising of the grass lawn in the outdoor pool area (once only).

### Quotes (to be prioritised)

- Additional ferns to be planted in the front entry planter box to the LHS of the mailboxes.
- Rectification of the front garden hedge adjacent to Oaks 3 (All Seasons quote \$3,000).
- Check/install irrigation to dying gardenias and ground cover plants in the front driveway centre planter box.
- Removal and replacement of underplanting in the Yoga lawn pots.
- Addressing plant die back outside unit 5 (north side garden).
- Removal of grasses in the rear garden (replacement with more suitable natives).
- Better management of the nature strip in front of the Townhouses (no irrigation).
- Removal of staining from silver moon plants on garden planter box walls.
- 12 x lavender plants plus soil for northern olive pot (All Seasons quote \$80).

### Cleaners

- Cleaning of dirt around the base of all white planter pots.
- Removal of plant litter from outdoor paved and timbered areas.

### Building Manager

- Remediation of the maple tree in the western side wind break (water valve now shut off).
- Irrigation management in the northern olive tree planter pot (BM has reduced irrigation).

### Sub-Committee

- Removal of tree stakes in the rear (north) garden.
- Removal of suckers under the magnolia plants around the Yoga lawn.
- Removal of the invasive plant in the playground BBQ garden bed.

### Painting

- Identification of outdoor painting requirements for Stage 2 of the Higgins painting contract later this year.
- 23 of 25 lavender plants have made a full recovery (Higgins has paid invoice).

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## **ADDENDUM 4: HIGGINS PAINTING PLAN FOR 2025**

### **PROPOSED STAGES**

#### **Stage 1**

The BM met with Higgins Coatings on 21 January 2025 and identified six external items for early attention (estimated at approx. 80 hours work):

- 6x painted structural poles (grey) supporting the front “Porte Cochere” (surface rust appearing).
- Front foyer entrance (white painted fibre cement sheeting surrounding the intercom, sliding door and glass windows).
- 2x polished concrete seats (one out front of building entrance and second one in the eastern seating area adjacent to unit 102 courtyard).
- Hydrant booster/fire stair well hut at LHS entrance of the driveway (grey and white areas).
- Western BBQ side steel wind break (grey) - surface rust appearing.
- Paint the 4 large white pots in outdoor pool area.

This work was completed 11-18 February

#### **Stage 2 (to be confirmed)**

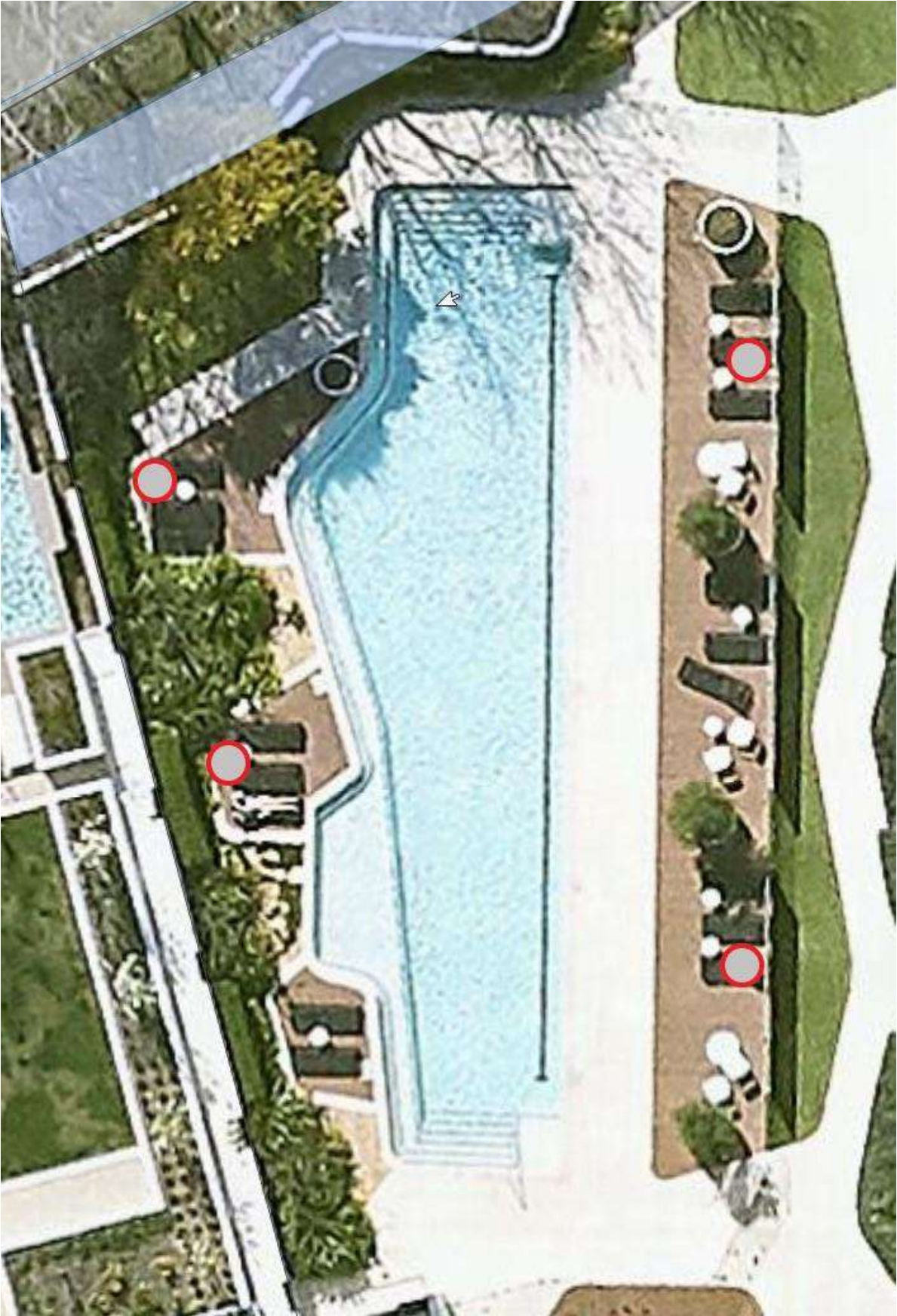
BM discussions with Higgins on 3 February identified the following items for the remaining 100 hours:

- Paint the east side external wall (grey) along the driveway beside Townhouse 279.
- Repair the large expansion crack in the side wall alongside the pedestrian stairs to Townhouse 279.
- Repaint both sides of this wall (white) after the crack repaired.
- Minor render then repaint the north face of the eastern stairwell to B1 in the front driveway
- Repaint southern wall of the Garbage Storage room (white) in the front driveway.
- Repair/repaint expansion joint in garden wall outside the cardio gym.
- Repair/repaint the 3 x large white pots in the front walkway.
- Repaint 4 x small white pots (two adjacent to the cardio gym and two near the courtyards to units 101 and 102).
- Paint two external fire stair exits (including surrounding walls, doors and frames):
- Western fire stair exit between unit 1 courtyard and the disabled toilet entry/exit.
- Eastern fire stair exit between library entry/exit and unit 6 courtyard.

Committee members will review and add/subtract items depending on priorities identified at the time (including any critical internal painting needs).

18 February 2025

ADDENDUM 5 – OUTDOOR POOL UMBRELLA LOCATIONS



## ADDENDUM 6

### Invoices paid – 01/01/2025 – 31/01/2025

1/01/2025	Jan 25	WATER TIGHT CANBERRA	452.63	INV-11305
6/01/2025	Oct 24	WATER TIGHT CANBERRA	452.63	INV-11042
7/01/2025	Jan 25	POINT FACILITIES SOLUTIONS PTY	10010.00	INV-1798
7/01/2025	26/11/24-27/12/24	ACTEWAGL	3900.39	999254274393
7/01/2025	Safety Ramp Strips	POINT FACILITIES SOLUTIONS PTY	410.25	INV-1788
7/01/2025		POINT FACILITIES SOLUTIONS PTY	410.25	INV-1788
8/01/2025	Dec 24	TOTAL POOL SERVICE	2519.42	42094
8/01/2025	Dec 24	TOTAL POOL SERVICE	979.00	42093
8/01/2025	3 x Comingle	VEOLIA RECYCLING & RECOVERY	37.46	8100250097
9/01/2025	Income Tax 2024	ATO TAX	8280.90	ITR 24
9/01/2025	Jan 24	COMPLETE ESSENTIAL FIRE & AIR	1160.59	INV-45784
10/01/2025	19/09/24-19/12/24	ICON WATER	18675.20	999254249370
10/01/2025	19/09/24-22/12/24	ORIGIN ENERGY ELECTRICITY LTD	181.96	92644792
14/01/2025	Dec 24	TOTAL POOL SERVICE	1558.28	42094
14/01/2025	Replace Pool Pump	TOTAL POOL SERVICE	1093.14	42139
14/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
14/01/2025	Dec 24	M & M ROLFE CLEANING SERVICES	16436.92	INV-8403
14/01/2025	Replace Batteries	COMPLETE ESSENTIAL FIRE & AIR	1595.00	INV-45990
14/01/2025	Dec 24	M & M ROLFE CLEANING SERVICES	684.09	INV-8432
14/01/2025	12/12/24-11/01/25	ORIGIN ENERGY ELECTRICITY LIMI	12440.79	97692317
15/01/2025	Credit Note	SEDA SERVICES	-1182.50	10695
16/01/2025		CANBERRA POOL INSPECTIONS	790.00	INV-00248
17/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
20/01/2025	Replace Bollard	FLAMBOYANT CONSTRUCTIONS	550.00	INV-0250
20/01/2025	Replace Tiles/Pavers	FLAMBOYANT CONSTRUCTIONS	3443.00	INV-0251
20/01/2025	Bird Control Feb-Apr	AUSTRALIAN PEST BIRD MANAGEMEN	594.00	00007229
20/01/2025	Look Signage	POINT FACILITIES SOLUTIONS PTY	163.68	INV-1822
22/01/2025		GRACE LAWYERS	112.00	182372
23/01/2025		HART PEST MANAGEMENT	935.00	INV-8238
23/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
23/01/2025		COMPLETE ESSENTIAL FIRE & AIR	731.50	INV-45600
24/01/2025		COMPLETE ESSENTIAL FIRE & AIR	287.10	INV-46124
24/01/2025		HART PEST MANAGEMENT	935.00	INV-8265



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Tuesday, 28 January 2025

**Time:** 2.08 pm

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Julianne O'Brien (A/g Chair and Treasurer), Kevin O'Brien (Secretary), Donna Macpherson, Paul Stanton, Carol van Gelder, Martin Caddick, Tristan Veurink (Ivy Strata Manager),

Apologies: Don McLean, Khevna Patel (Bright & Duggan).

### **1.2. Conflicts of Interest.** None noted.

### **1.3. Previous Meeting Minutes.**

The minutes of the EC Meeting on Tuesday, 10 December are confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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### **2.1. Building Report Update** – as of 22 January 2025 - see **Addendum 1**.

**2.2. Repairs and Maintenance:** The Report Update notes several minor defects/issues the Building Manager (BM) has an authorised expenditure limit to perform/request work orders for:

- Test for contamination in the front, Oaks side garden hedge.
- Additional ferns to be planted in the front entry planter box (location to be confirmed).
- A small section of clear Perspex installed ahead of the Remote Audit (scheduled for March).
- Continued clean-up of oil marks on the front driveway pavers.
- Purchase of safety mats for hallway into the indoor pool.
- Re-attach the long grey aluminium post on the LHS of the basement down ramp.

The Report Update notes other maintenance items that are being addressed:

- The front driveway trip hazard (being followed up with Milin)
- Repair of BBQ benches (work order issued to Point FS).
- Servicing (ACT Doorland) and cleaning (M&M Rolfe) of B1 garbage room roller doors.
- Advice from Vortex Fire on reported fire door defects.
- Sauna maintenance scheduled for 4 February (will be turned off 3 Feb).
- 5-yearly testing of hydrants, sprinklers and the FIP (due in March).
- Clearance of outstanding BuildingLink requests.

Bright & Duggan is authorised to issue a work order to Point FS for:

- Minor repairs of the wooden double door into pool pump room; the internal trim and door bolt on the second door requires replacement.

The BM is authorised to obtain quotes for:

- A new forklift service agreement (Crown or others).
- Mulching in garden beds and raised planters – front and back areas to be quoted separately (3 quotes).
- Additional items identified by the Garden Sub-committee on 20 January.

### **3. TREASURER'S REPORT AND LEVY SITUATION**

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#### **3.1. Overall Financial Position @ 24 January 2025**

- **Total Owners Funds: \$1,136,115.91**
  - Administration Fund - \$515,247.61
  - Sinking Fund - \$620,868.30
- **Owners Net Assets: \$1,136,115.91**
  - Assets = \$1,229,511.54
  - Liabilities = \$93,395.63

#### **3.2. Cash Accounts.**

- Admin fund = \$116,793.78
- Sinking Fund = \$29,287.31

#### **3.3. Investment Accounts. (see Addendum 2)**

- Admin Fund Investments = \$441,792.44
- Sinking Fund Investments = \$616,739.48

**3.4. Investment activity.** The following investment activity has been completed since the Committee's meeting on 10 December 2024 (see Addendum 2.1):

- TD01 Admin Fund: \$161,792.44 (\$160,000 principal plus \$1,792.44 interest) reinvested 24 January for 3 months at 4.65%
- TD05 Admin Fund: \$120,000 invested 7 Jan 2025 for 3 months at 4.65%
- TD06 Sinking Fund: \$78,490.56 invested 14 Jan 2025 for 3 months at 4.65%

**3.5. Financial decisions.** The Committee accepts the Treasurer's recommendation and directs Bright & Duggan to undertake the following investment activity:

**3.5.1. Administrative Fund:** TD03 matures 25/02/25 – on maturity, reinvest current principal \$160,000 plus interest for 3 months at best interest rate

**3.5.2. Sinking Fund:** TD04 matures 25/02/25 – on maturity, reinvest current principal \$88,248.92 plus current cash balance plus interest for three months at best interest rate.

### 3.6. Ivy Improvement fund (see Addendum 2.2)

- 2% budget allocation: \$26,249.00
  - Total expenditure (year to date): \$1,130.93
  - Remaining allocation: \$25,118.07

### 3.7. Contingency Fund (see Addendum 2.3)

- 5% budget allocation: \$65,622.00
  - Total expenditure (year to date): \$2,681.82
  - Remaining allocation: \$62,940.18

#### 3.7.1. Levy Arrears (as of 24/1/2025) = \$36,234.10 (GST Incl). 17 units are in arrears:

- 13 units have not paid the levy due 1 December and have arrears over \$1,000.
- 2 units made partial payment of the 1 December levy and have arrears under \$700.
- Two units are of specific concern as their arrears are more than 90 days:
  - **Unit 205 total arrears = \$3,606.32.** On 21 January, Grace Lawyers issued a letter of demand to Unit 205 for full payment of their arrears, plus their fee, within 14 days.  
If Unit 205 fails to make payment of the full amount within 14 days, the Committee authorised Bright & Duggan to instruct Grace Lawyers to commence legal action.
  - **Unit 175 total arrears = \$8,108.78.** Unit 175 is subject to two court orders to repay the arrears. In the first order in December 2023, the ACT Magistrates Court ordered the owner of Unit 175 to pay \$4,253.64 by fortnightly garnishee of her wages.  
The auto garnishee commenced in April 2024 and ceased in November when the owner changed employment. To date, the garnishee has not recommenced. The owner failed to inform Bright & Duggan of the change in employment and blamed SPAM for not responding to email reminders.  
The Committee authorised Bright & Duggan to instruct Grace Lawyers to commence legal action for breach of court orders if these payments are not reinstated.

## 4. MATTERS FOR DECISION

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The Executive Committee remained active over the Christmas/New Year period. More than 220 items have been addressed since its last meeting on 10 December 2024. Several decisions were taken out-of-session; these are submitted for EC ratification below.

The Committee would like to thank Matt Benedetti for stepping up over the holiday break. We would also like to thank Bright & Duggan for their support and for prompt delivery of all work orders, often within one hour of the request.

**4.1. Outdoor Pool Umbrellas.** On the Building Manager's (BM) recommendation, Flamboyant Constructions quoted on 18 December (QU-0107 for \$4,960 ex GST) to install four custom steel plinths for the outdoor pool umbrellas. Committee members agreed to accept the quote (noting construction could take 4 weeks). Bright & Duggan issued the work order the same day.

The Committee confirmed this out-of-session decision. The BM is asked to expedite installation of these umbrella footings - proposed locations are at **Addendum 3**.

**4.2. Outdoor Pool - Replacement Pumps.** A second pool pump failed on 16 December. As a critical part of the chlorination process, and in keeping with the EC's agreed contingency plan for 2025, Total Pools replaced this immediately with a 1HP Flo Pro pump.

The Committee confirmed this out-of-session decision. The BM is asked to continue monitoring the four remaining INSNRG pumps.

**4.3. Fire Pump Sets - Battery Replacements.** CEFA confirmed on 16 December three (3) diesel and electric pump batteries in the Pump Room failed their recharge tests and required early replacement. CEFA submitted an unchanged quote (#1215 of 16 July for \$1,450 ex GST). As the repairs had been fully budgeted for, Committee members accepted the quote on 17 December. Bright & Duggan issued the work order and the batteries replaced on 19 December.

The Committee confirmed this out-of-session decision.

**4.4. Unit 167 – Flooring Alterations.** The owners submitted a Flooring Alteration application on 30 December, using the correct Alteration Form and attaching their acoustic specifications.

The BM advised on 13 January that these proposed alterations met the minimum 5-star acoustic rating agreed at the AGM. Committee members approved the application the same day. The Strata Manager advised the owners they must give a minimum 3-days' notice of their proposed installation date so neighbours and other owners in the vicinity could be advised.

The Committee confirmed this out-of-session decision.

**4.5. Structural Defects Report.** Given the technical nature of this exercise, Steve Wise (recently retired from Wise Choice) has been engaged to provide an expert assessment of the four short-listed submissions received late last year. The Committee agreed out-of-session to his proposed contract rate (\$225 per hour), for a maximum 10 hours' work.

The Committee confirmed this out-of-session decision.

**4.6. Common Area Signage.** SignLime has quoted for the four signs requested at the 10 December meeting (QU11408 for \$600 ex GST). Committee members approved this quote on 15 January. The lead time for the proofs is 3-4 weeks.

The Committee confirmed this out-of-session decision.

**4.7. GymQuip Contract.** GymQuip has submitted its Preventative Maintenance contract for 2025 and a 12-month invoice for servicing the gym equipment (Inv-10625 - \$2,850 ex GST). This is payable in advance. The cost is unchanged from 2024 and fully budget for.

The Committee approved this 2025 contract and authorised Bright & Duggan to pay their invoice.

**4.8. Pest Spray.** The annual external building pest spray (by abseiling) is due in February (note: Hart did a ground floor only pest spray on 13 Dec). The BM received quotes from:

- Vertical Rope Access (Quote 0213 of 28 Jan - \$6,000 ex GST).
- RIGCOM (#9565 of 24 Jan) - \$8,556.46 ex GST (same as last year).
- Rope Access (#10399 of 24 Jan) - \$13,380 ex GST.

The Committee accepted the Vertical Rope Access quote (#0213) and authorised Bright & Duggan to issue the work order.

**4.9. Inaccessible Window/Balustrade Clean.** Annual cleaning of all inaccessible glass windows and balustrades (via abseiling) is due in early March. The BM has obtained the following quotes:

- Vertical Rope Access (Quote 0212.2 of 30 Jan) - \$19,000 ex GST.
- Rope Access (#10398 of 24 Jan) - \$19,395 ex GST (4% increase on last year).
- RIGCOM (#9565 of 24 Jan) - \$20,470 ex GST.

The Committee accepted the updated Vertical Rope Access quote (#0212.2), after seeking minor clarification, and authorised Bright & Duggan to issue the work order.

**4.10. Glass Balustrade.** A balustrade panel on an 11<sup>th</sup> Floor balcony in the South Tower shattered around 2 am, 28 January. The BM and cleaners worked hard to put in a safety sheet and warning signs and to vacuum clean the glass up from around the artificial grass and paving areas. Owners underneath the unit are asked to notify either the BM or Bright & Duggan if they need assistance.

The Committee authorised the BM to arrange for Shane's Glass to replace the balustrade panel asap and authorised Bright & Duggan to issue the work order.

**4.11. Front Foyer – Library Glass Window.** A floor to ceiling window in the library area also shattered around 8.15 am, 28 January. This was witnessed by a resident and a cleaner. It believed to have been caused by impact from the large sheet of balustrade glass falling from above (item 4.10).

The BM is requested to obtain quotes from three glaziers for this repair for the Committee to consider out-of-session.

## 5. MATTERS FOR DISCUSSION

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**5.1. Otis Lift Contract.** Kevin O'Brien (EC Secretary) and Matt Benedetti (Facilities Manager) met initially with Paul Sainsbury, Otis Service Representative, on 19 December to flag the Committee's concerns that all five lifts have had faults since early November. Paul agreed to send out the technicians immediately. The squeaking in Lift 4 was repaired the next day.

As agreed at its last meeting, the Committee wrote to the ACT Manager of Otis Elevator Company, Michael Salter, on 10 January 2025 to advise the Ivy Owners Corporation regards both the management of, and technical servicing being provided under our 2024-27 lift contract to be less than satisfactory, and to require several specific improvements.

We received a positive response from Michael Salter to each of the matters raised on 16 January. The Committee authorised the Acting Chair and EC Secretary to sign a letter back to Otis to follow-up on the matters raised.

**5.2. Safety and Security – Doors.** Repairs to three external doors were identified in discussions with the BM on 20 January. These need to be addressed as a priority:

**5.2.1 External Fire Control Room door.** The Committee agreed to these repairs and authorised Point FS to provide a metal safety plate to cover damaged edging around the door handle. Bright & Duggan is authorised to issue the work order.

**5.2.2 16<sup>th</sup> Floor roof stairwell Fire Door (South Tower).** The Fire door requires replacement as it is delaminating and beyond repair (has already failed fire control standards). On the BM's recommendation, the Committee agreed to Flamboyant replacing and repainting the door, utilising existing door locks and furniture. Bright & Duggan is authorised to issue the work order.

**5.2.3 Yoga Room external door.** As this was a security issue (the door latch wouldn't close), the BM engaged Class Locksmiths to adjust the latch/lock mechanism. The Committee authorised Bright and Duggan to pay the invoice when it is received.

**5.3. Residential Tenancies Act (RTA).** There are at least 78 tenanted/rented units in the Ivy at more than 37 property managers. Several owners also manage their units privately.

The Committee discussed recent amendments to the RTA that came into effect on 10 December 2024. Three provisions are relevant (these work in conjunction with the UT(M)A 2011):

Change of Occupancy: A landlord and/or property manager is required to notify the Ivy Owners Corporation (OC) within 14 days of any change in occupancy.

Copy of OC Rules: The landlord and/or property manager must provide a copy of our registered OC rules to each tenant/occupier of their unit. Ideally, a copy should be retained in their unit.

Compliance with OC Rules: Two related provisions:

- The tenant must comply with the Ivy OC's Rules and with any notice served in accordance with these rules.
- An occupier of a unit who is not the owner of the unit (includes a visitor) is bound by each OC Rule as if the occupier were the owner of the unit.

The Committee authorised Bright & Duggan to enforce these provisions with all existing landlords and property managers. Each owner who either rents or leases (e.g. Airbnb) will be notified of their responsibilities at The Ivy, provided a copy of our registered OC Rules and be required to place a copy of these Rules in each unit. Bright & Duggan will do so for each new occupier in future.

The Committee noted these changes strengthen the EC's ability to enforce our OC Rules with tenants/unit occupiers (not just owners).

- Bright & Duggan will now communicate directly with property managers and/or landlords, requiring them to confirm the Ivy's OC Rules have been issued to their tenants/lessees, and that the "occupier" confirms their ongoing compliance.
- At the Committee's direction, Bright & Duggan will provide a copy of a Rule Infringement Notice (RIN) direct to the tenant (as well as the owner and property manager), with a suitable covering letter outlining their obligations.

**5.4. Damaged Front Bollard.** The Committee has video and photographic evidence that a female driver of a black A250 Mercedes (a visitor to the Ivy) hit one of the front bollards at 8.04 pm on 18 December 2024.

The FM confirmed that as the visitor was buzzed into the 5<sup>th</sup> floor, North Town on 18 December, there is no record on the fob access register of the unit visited. The Committee agreed that without this information the responsible unit cannot be identified. As a result the Owners Corporation must wear the cost for the repairs.

At the Committee's request, the BM asked Flamboyant Constructions to replace the front bollard. Repairs were completed on 15 January (Inv-0250 for \$500 ex GST). The Treasurer approved this invoice on 21 January and authorised Bright & Duggan to pay the account.

**5.5. Unapproved Alterations.** On 22 January, the owner of a unit in the North Tower submitted a belated application seeking retrospective approval of her unapproved unit alterations.

The BM has been asked to obtain the necessary flooring specifications and to ascertain whether these meet the mandatory 5-Star minimum rating, and to advise the Committee accordingly.

**5.6. Fire Alarm Midnight 18/19 Jan.** The Fire Brigade advised that the building alarm was activated by a person smoking in the female bathroom on Level 1 near the indoor pool. The BM confirmed via access controls that this person was a visitor to a unit in the North Tower.

The Committee authorised Bright & Duggan to issue a breach of OC Rule warning notice to the owner (Rule 13 - No smoking on common property).

**5.7. Drinking in Indoor Pool and Glass Breakage.** Two males from a North Tower unit were drinking in the indoor pool for a considerable time early on 19 January. Returning to their unit around 3am, they dropped a glass bottle in the library area with extensive pink spillage. They made a token effort to remove broken glass.

The Committee authorised Bright & Duggan to issue a breach of OC Rules warning notice to the owner (Rule 16 - Use of common property and no glass in the indoor pool), copied to the property manager and the tenants.

**5.8. Balcony Fire 2 Dec.** The owners responsible for the balcony fire wrote to Bright & Duggan on 20 December requesting special consideration and asking the Committee to waive the debt recovery charges.

The Committee carefully considered their request but was of the view each owner must accept responsibility for their own actions, otherwise they are imposing additional costs on all other members of the Owners Corporation.

**5.9. Drinking in Indoor and Outdoor Pools.** A large number of guests (12-15) of a South tower unit were drinking in the outdoor pool area from 10am to 3pm on 28 December. They moved into the indoor pool/spa not long after and continued drinking, shouting with loud music until at least 7pm. Various owners complained as they were not able to use the facilities.

The Committee authorised Bright & Duggan to issue a breach of OC Rules warning notice to the owner (Rule 16 - Use of common property and no glass in the indoor pool), copied to the property manager and the tenants.

**5.10. Damage to Front Concourse Paving.** Tenants moved into a south tower unit on the afternoon of 15 January. Their removalists (drove around the signposts and bollards onto the front entrance walkway, reversing back across the suspended paving and causing significant damage. They claimed this was done at the tenants' request.

Given the safety hazard and the fact Steve from Flamboyant was already on site (item 5.4), the Secretary authorised immediate replacement of damaged paving. The damaged pedestals and matching pavers were replaced on 17 January (Inv-0251 for \$3,443 incl GST). The Treasurer approved this invoice on 21 January and instructed Bright & Duggan to pay the account.

The Committee agreed to ask Flamboyant for a more detailed, itemised account (as other work was carried out) and agreed to consider a reasonable allocation of costs out-of-session to be recovered from the responsible unit. The Committee agreed to install an additional bollard to prevent similar situations in future and authorised Bright & Duggan to issue the work order to Flamboyant. To ensure contestability, the Strata Manager agreed to help identify other tradesmen/firms who could provide similar services in future.

**5.11. Origin Centralised Energy Services.** Origin Energy submitted a proposal on 6 December for a new, centralised gas Hot Water plant, at no additional cost, provided Ivy owners and the Owners Corporation (for common area electricity) agree to extend our embedded electricity network agreement with them for another five (and possibly 10) years. The proposal is open for 90 days (until end February).

The Committee authorised the Acting Chair and EC Secretary to sign a letter to the Origin NSW Account Manager seeking further information, so the proposal can be better assessed. A decision may be required at the next EC meeting. Bright & Duggan has confirmed this matter does not need to go to an AGM or special general meeting.

**5.12. Parcel Theft – early 28 Dec.** Concerned owners reported the theft of several parcels by a man and a woman tailgating through the front door after midnight (parcels opened in the North

Tower stairwell and packaging also left in the garden beds). The Committee noted the FM has saved relevant CCTV footage in the event a complaint is made to the police.

**5.13. Annual Painting Plan.** We are in the 2nd year of a 6-year fixed price agreement with Higgins Coatings for up to 180 hours of internal and external painting and render repairs (including fencing and garden walls). Higgins confirmed this arrangement in its advice of 27 November 2024.

On 20 January, Committee members and the BM identified possible render and repainting repairs for the first few months of 2025. The BM then met with Higgins on 21 January, identifying six (6) of these items for early attention (**see Addendum 4**).

The Committee agreed the priority focus for Higgin's 2025 contract should be on external (rather than internal) painting needs. The Committee agreed to authorise Higgins Coatings to carry out the above work (80 hours) as Stage 1 and requested Bright & Duggan to issue the necessary work order. The remaining items will be considered as Stage 2 (up to 100 hours).

The Committee noted the EC Secretary has prepared a multi-year Higgins Painting Plan that will be kept under review. The Garden Sub-committee will assist in identifying future external requirements. EC members will also assist in identifying internal common area re-painting needs.

**5.14. Wellness Room Upgrade.** The Committee discussed how best to proceed with this initiative, so interested owners can help in identifying, refining and costing options suitable for EC consideration. A notice will be circulated in mid-February inviting them to participate. Owners may also contact Committee members direct to express their interest in being involved.

**5.15. Basement Carpark and Garage Door Cleaning.** The wet sweep of both basement carparks is scheduled for 17-18 March (first date available after resealing works along Irving Street). Since the meeting, the BM has confirmed the cost remains unchanged from last year (Quote 455 of 7 April 24 for \$2,248.25 ex GST).

The Committee authorised Bright & Duggan to issue the work order (this excludes the cost of fire protection isolation). Owners will receive a reminder from Bright & Duggan in early March.

At its December meeting, the Committee accepted the M&M quote to clean all 72 garage roller doors (note: this now needs to include the two waste room roller doors). While private carparks have been cleaned regularly, this has not been done previously.

The Committee authorised Bright & Duggan to issue the work order. The BM will schedule this work immediately prior to the basement wet sweep.

**5.16. Insurance Risk Assessment.** As the building is now five years old, Gallagher, our insurance broker advised that CHU has asked for AusRisk Consulting to prepare a risk assessment update of The Ivy and its facilities early in 2025.

The Committee noted it is confident The Ivy is being well managed and well maintained and fully supports our Strata and Facilities Managers in providing all necessary information. Bright & Duggan was authorised to contact AusRisk Consulting to arrange for this assessment to proceed.

**5.17. Sauna Maintenance.** Preventative maintenance is scheduled for Tuesday, 4 February, with the sauna shut down the day before. The BM is asked to place a notice on the sauna door and Bright & Duggan is asked to notify all residents beforehand.

**5.18. Indoor Pool Cleaning.** A scrub and clean of the indoor pool room windows and drainage channel has not been completed. The BM is asked to arrange.

**5.19. Facilities Management Agreement (FMA).** The Committee noted its regular 4-monthly review meeting is now overdue and asked the EC Secretary to contact Matt Benedetti with a view to arranging a meeting in early February.

## 6. MATTERS FOR NOTING.

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**6.1. Registration of Updated OC Rules.** The Strata Manager confirmed our updated Owners Corporation Rules, approved by the 6<sup>th</sup> AGM, were registered 20 January 2025 and are fully enforceable as regulatory by-laws.

**6.2. Quarterly levies due 1 March.** Quarter levy notices were issued on 16 January 2025, with contributions due on 1 March. Owners are reminded all overdue accounts attract interest charges (at 10% pa) after 30 days, including for partial amounts unpaid. To avoid interest charges, Owners making periodic payments need to ensure outstanding amounts are paid in advance and in full by the due date.

**6.3. Current Ivy Residents.** The Strata Manager has been asked to ensure we have an up-to-date list of Ivy owners and tenants (including Property Managers for rental properties). All owners are asked to cooperate with this request.

**6.4. Emergency Evacuations.** Mobility issues are a major concern in the event of a time critical evacuation. Owners and residents who want their unit number placed on a confidential, limited mobility list held in the Fire Control Room should advise Bright & Duggan.

### 6.5. Breach of House Rules

- Rule 4 - Alterations. A Rule Infringement Notices (RIN) was issued to an owner for failing to seek EC / BM permission before commencing significant renovations in their unit, incurring an admin fee of \$198 paid to Bright & Duggan for issuing the RIN.
- Rule 5 - Pets in units. One owner received two warnings for failure to keep their pet(s) on a leash and for not cleaning up pet soiling. If another breach occurs, a RIN with the associated admin fee of \$198 will be issued to the owner.
- Rule 14 - Balconies and Terraces. Two owners received warning notices for waste/objects cluttering their balconies or hanging over the balustrade.
- Rule 17 - Common property parking:
  - One owner received 2 RINs (with the associated \$198 admin fee for each RIN) because of continued unacceptable parking on common property by their tenant.
  - Nine owners received a warning notice for parking in the front driveway on common property for an extended period.
  - RINs will be issued to owners when they, their tenants or visitors continue to ignore warnings and park for extended periods on common property.
- Rule 20 - Private use of common power. A RIN was issued to two owners for use of private common power in their garage. The owners were charged \$120, which is credited against the OC electricity bill, and incurred an Admin fee of \$198 paid to Bright & Duggan for issuing the RIN.

**6.6. Gardening Sub-Committee.** Bright & Duggan circulated advice to owners and residents interested in joining the Garden Sub-committee, noting this may typically require a one-hour commitment each month to review the gardens and outside areas and make recommendations to the Building Manager and the EC.

**6.7. Outdoor Pool Sun Lounges.** New Hydra sun lounges (19) were delivered and installed on 10 January 2025. These have a 5-year warranty. Old lounges that are still serviceable were placed on the grass near the outdoor pool, in the indoor pool, on the yoga lawn and behind the children's playground area. Point FS will dispose of the remainder.

The Committee noted the sun lounges and tables are there for the enjoyment of all residents. If residents move them around to better entertain your guests, please return them to their original position before you leave.

**6.8. Unit Titles Rental Certification.** Under new regulatory requirements, both indoor and outdoor pools need to be re-certified every 5 years. These were inspected by Canberra Pool Inspections on 15 January 2025 and both pools were certified as fully compliant.

**6.9. Acoustic Sound Engineer.** The EC is seeking quotations from three (3) Acoustic Engineering firms to test the acoustic performance of the Ivy's flooring systems, consistent with the AGM decision to ensure a minimum 5-Star acoustic rating for all flooring alterations.

**6.10. ACT Inquiry into Management of Strata Properties.** The Legislative Assembly Committee on Legal Affairs has opened an Inquiry into the Management of Strata Properties in the ACT. Submissions close on 7 March 2025. Further details can be found at:

<https://www.parliament.act.gov.au/parliamentary-business/in-committees/committees-11th-assembly/legal-affairs/inquiry-into-the-management-of-strata-properties>

**6.11. Balustrade Spacer Replacements.** This work is expected to be completed by end January. The Committee extends its thanks to Milin Builders and ABS Facades for their prompt action in addressing this concern. Repairs have been carried out at zero cost to the Owners Corporation.

The Committee noted ABS Façade has had difficulty getting access to some units. Several owners have also reported some glass panels are now misaligned. The Committee agreed Bright & Duggan should contact all owners/tenants in early February asking them to check their balustrades and report missing spacers/alignment issues for the BM to follow-up with ABS Facade.

**6.12. Balcony Fire Incident – 2 Dec.** The Committee has taken several steps to improve our emergency response processes, including to:

- Place an up-to-date emergency contact sheet (laminated) in the Fire Control Room.
- Install a Fire Brigade-approved key lock on the Master Key lock box in the Fire Control Room, so the fire brigade has ready access to Ivy master keys and superuser fobs.
- Circulate a copy of the Fire Brigade's latest "Fire Safety" booklet.
- Install improved location signs around the building (**item 4.6**).
- Maintain an up-to-date contact list of all owners and residents, especially from Property Managers for all tenants (**Item 6.3**).
- Maintain a confidential limited mobility list, to be held in the Fire Control Room, for residents likely to remain in their unit in the event of an emergency (**Item 6.4**).

**6.13. Waste Room Chute Walls.** Point FS has been authorised to install white corflute sheets to cover the damaged caused to the most waste chute walls (when removing existing signage) and to enable new signs to be more easily replaced in future.

**6.14. Basement Water Leaks.** The Building Manager is requested to monitor any water leakage into the basements whenever there is significant rain, especially B1 (unit 125 car space) and B2 (unit 197 car space), so that further repair work can be carried out.

**6.15. Unit Alterations.** Owners are reminded all unit alterations require approval from the Executive Committee, as agreed at the 6<sup>th</sup> AGM. Flooring alterations that do not meet a minimum 5-star acoustic rating will NOT be approved. An Alterations Request Form is available on BuildingLink or by contacting the Strata Manager (Bright & Duggan) or Building Manager (Matt).

**6.16. Unit 272 – Pet Application.** The owners submitted a pet application on 9 January 2025, consistent with the requirement for all residents to do so within 14 days of moving into the Ivy. The Strata Manager will add these details to their account.

**6.17. South Tower Façade Leaks.** Taylors Windows has completed remedial work on levels 8-16 and are due to return to site from 6 February for the remaining levels. Owners are requested to monitor the situation and advise the Building Manager (Matt) if issues are continuing to occur.

**6.18. Safety Ramp - North Garden.** Bright & Duggan has issued a work order to Point FS to install a pedestrian safety ramp on the rear north garden path, given the increasing trip hazard.

**6.19. Basement HVAC fans.** SEDA attended on 10 January to inspect and service the Basement 2 HVAC fans that had been running continuously over the Christmas shutdown period. The fault is with one of the CO sensors and this is due to be replaced on 29 January.

**6.20. Fermax Video Monitors.** Fermax is currently offering a special Wi-Fi monitor promotion (savings of \$500 each if at least 10 owners accept). Details are available from Bright & Duggan. Owners interested in upgrading their Ivy intercom system should contact Fermax Business Development Manager, Joshua Kacen (M +61 438700444; [joshua@fermaxaus.com.au](mailto:joshua@fermaxaus.com.au)).

**6.21. Status of open jobs on BuildingLink.** The Committee noted there were still 11 jobs on BuildingLink open as at 21 Jan 24). Some had no comment at all and one of the open jobs was last commented 26 Jun 24. The BM is requested to review and progress all outstanding jobs and to close off those that have been completed.

## 7. GENERAL BUSINESS

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**7.1. Ivy Website.** Martin Caddick outlined his work to date on the proposed Ivy Website. It is intended this be a public document and is progressing well.

## 8. MEETING CLOSURE

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**8.1.** The meeting concluded at 3.57 pm.

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## ADDENDUM 1 – January Update Report

### BUILDING CONDITION ITEMS

#### Building Condition

##### 6-year Structural Report

EC approved Wise Choice to do a comparison on 4 proposals at \$225p/h capped at 10 hours but can allow for more if needed. All documentation has been emailed through accordingly.

##### Ongoing with Milin – Curtain wall facade leak

As per previous report updates, Milin are aware of the southern Curtin wall leaks on a handful of levels, Taylors attended site in December to rectify levels 12, 11, 10, 9, 8. Levels 7, 5, 3 scheduled to be completed 6/2/25.

##### Building Driveways & Pathways

Several oil marks in the trade bays, emergency bay and drop off/pick up zone. Pavers are porous and have absorbed a lot of the oil, two chemicals have been used, neither successfully. FM has two products from agar to try when some spare time is available.

Expansion joint mastic and small paved footpath between driveway and letterboxes has started lifting significantly, this has been passed onto Milin for review.

Capital asphalt arranged concrete cleaning of the driveway on 28/11 following the asphalt resurfacing of Irving Street.

##### WHS&E events

Removalist truck reversing onto pedestal pavers out front of driveway, breaking and damaging pedestals and pavers beneath, bollards and a make safe of the area was applied same day. Unit responsible emailed to EC and strata on 16/1.

##### Common Areas

Higgins painting maintenance 2025 – External areas assessed and emailed to EC 21/1. TBD at EC meeting 28/1.

#### Emergency Equipment

##### 5 yearly testing on hydrants, sprinklers, and FIP

CEFA will pick up FIP, Sprinkler system and Hydrants on next 6 monthly service due in March 2025.

5 yearly extinguisher replacement - Completed.

##### 6-monthly Defects - Fire doors

Awaiting letter of advice from Vortex Fire, followed up on 10/1/25, with a response from the fire engineer saying he will chase it up with the team. FM to follow up again end of January.

##### Fire pump batteries replacement

Completed.

## **Security and Paths of Travel**

Fire exit door barrel replacement adjacent to cricket pitch - Completed.

## **Vertical Transport**

OTIS to replace failed ceiling lights - Completed.

Lift 4 squeak - Completed.

## **Automatic gates/Roller doors**

Add B1 garbage room roller doors to carpark door service schedule. FM will raise with ACT Doorland.

## **Pools**

Sauna maintenance

Scheduled in for 4/2/25. Sauna to be turned off 3/2/25 at approx. 2pm.

Outdoor pool pump 3 & 4 replacement - Completed.

## **Garden Areas**

Mulching in gardens and raised planters.

Mulching requires quoting, FM will reach out to All Seasons in the first instance. Some garden beds will not be able to be done to a degree due to plant density.

Higgins plant damage.

23 out of the 25 lavender plants have made a full recovery. Invoice sent by All Seasons was passed onto Higgins, FM followed up with All seasons multiple times to confirm it had been paid, and again on 20/1/25, no response yet.

Olive tree pot

EC opted not to fix drainage in pot. FM shortened irrigation line, olive tree seems to be stabilising.

## **Pest Control**

Rat sighting

Rat sighted running through garden bed adjacent to townhouse footpath to Irving street, FM to arrange 1-2 additional bait stations through Royal Pest Control.

Bug and spider spray

To be done prior as part of window and balustrade clean, quotes being sought by FM currently.

Ants in eastern BBQ area

Work order issued to Hart pest control, Hart pest control attended in November 2024, sprayed ants accordingly. No further ants seen in affected area. FM to monitor.

## **Cleaning**

Cleaning issues

Issues raised at the start of January, which consist of waste rooms cleanliness, waste chute door cleaning, vacuuming etc, raised with M&M Rolfe. Efforts have been made to improve the areas.

## **Electrical and lighting replacements**

1x LED non-emergency light requires replacement near carpark entry ramp.

## **Hydraulics**

Hot water unit replacement

All failed hot water units have been replaced/repared by WaterTight on 14/1/25.

## **Basement**

B1 "Look" stencil - Completed.

## **Refuse Areas**

Bin chute walls

Corflute backing with ACT Gov signage & small kitchen waste plaque example carried out in NT level 7. EC to discuss pricing/installation by FM with MB.

Goods Hoist Service - Completed.

Forklift service agreement

New service agreement required. FM has reached out to Crown for a new service agreement, awaiting email from service team.

## **BUILDING MAINTENANCE ITEMS**

### **Garden Maintenance**

Rectification of front garden hedge deterioration

Request All Seasons to plant 1x plant in middle of garden to see if it grows as agreed with Paul and Kev on 20/1.

Planter box and garden bed mulch

Requires quoting from all seasons and 2 other parties. Gardening sub-committee looking at putting forward veg box idea to EC, FM will hold off on sourcing quotes until this is confirmed.

Additional ferns to be planted in the front entry planter box (left side facing the front door) to match the planting on the right side

Julie to advise on location, garden bed on left of front entrance are quite dense

Replanting of nature strip (in front of townhouses) with hardy, water resistant ground cover.

I would not recommend planting anything here due to lack of irrigation. Recommendation is either rocks or mulch.

### **Fire Alarm Monitoring**

Johnson Controls annual quote (\$2,000 ex GST, no contract) expired on 20 Oct 2024.

I believe this has been paid as of Oct 2024 and is now current until Oct 2025, as per discussion with EC on 7/1.

### **Safety Purchases**

Safety Mats for Hallway to Indoor Pool

- BM to purchase six (6) Matpro Black Safety Cushion Mats (80 cm x 120 cm from Bunnings @ \$39.86 each)

FM still needs to purchase mats.

SupaGrip SafeKerb Ramp

Purchase approved to avoid North Garden pathway trip hazards. Will follow up with MB.

### **Pool Umbrella Installation**

Flamboyance quote (QU107) accepted on 18 Dec. Work Order issued the same day.

BM to follow up re siting, construction and installation date of footings.

Flamboyant starting manufacturing of bases week of 20/1. Will take approx. 2 weeks to complete

### **Emergency Lighting.**

GMH quote (QT 01077 for \$8,180 ex GST), accepted 15/11/24. BM to:

- ensure GMH confirm how many fittings are replaced (and adjust their invoice accordingly), given uncertainties over the original CEFA preventative maintenance report.
- maintain an on-going record of electrical light replacements and their unit cost, including to have GMH place a sticker or attach a written note to all new fittings that identifies their actual replacement date.

GMH confirmed they replaced the exact quantity of lights in CEFA report. Sticker applied to each fitting with install date.

### **Basement 2 HVAC fan.**

Matt B request of 18 Dec for SEDA to attend and inspect fan system before Christmas shutdown, as fan operating non-stop.

WO would have been issued the same day – BM to check status/work done.

Latest update: SEDA/synchronous attended 21/1 to assess BMS system, synchronous advised co sensor requires replacement, synchronous will reach out to FM once new sensor has arrived to arrange installation.

## **DECEMBER EC MEETING - ACTIONS ARISING**

The most recent building report notes a couple of minor defects that the Building Manager has the capacity and authorised expenditure limit to correct:

- Wooden double door into pool pump room requires minor repairs; the internal trim and door bolt on the second door requires replacement - [Requires WO](#).
- BBQ door face plate requires mechanical fixing and needs repair - [Complete](#).
- Develop a suitable service schedule for maintaining each of the outdoor pool heaters and update the Ivy Maintenance Plan to incorporate pool heater preventative maintenance - [Part of SEDA maintenance](#).
- Ensure Otis is appropriately servicing all lifts (Issues have occurred with Lift 1, Lift 2 faulted in November, trapping a passenger, Lift 4 is squealing and running roughly, and Lift 5 doors have been jamming regularly and provide a detailed report back to the Committee.
  - [EC followed up with Michael Slater](#)
- Cut a small section of the basement entry door controller out and install clear Perspex ahead of the Remote Audit (to commence February/March)
  - [Requires actioning](#)
- **Outdoor Pool Pumps - Status**
  - [Pump 3 replaced 25 Nov. A second outdoor pool pump failed and was replaced on 16 Dec.](#)
  - [Three remaining INSNRG pumps still operational as of 22/1, checked daily.](#)

Pump Contingency Plan

- If pumps fail, the BM is authorised to arrange for a work order to be issued for their immediate replacement with a 1HP Flo Pro pump (approx. \$1,000 ex GST).
- **Balustrade Spacer Replacement** – [Completion ETA end of January 2025](#)

- **Trello Update** - FM needs to remove/add items and update accordingly, this will be done in due course.
- **EC Approved Alterations**
  - Unit 46 – Application received 13 Dec. EC approved OOS. - BM to follow up with owner as they need to provide an installation photo. What was their alteration for? This was submitted while ML was on leave.
  - Unit 270 – Has photo of their fan installation been received? Fan checked in person, all ok.
- **BuildingLink review and action**
  - 1 x South tower lift request for 20 Jan 25
  - 17 x maintenance requests to be reviewed, actioned, and updated (and closed as appropriate)
  - 1 x Number Plate Recognition request  
BL jobs are being addressed. Amenity reservation for south tower lift, resident was emailed directly, reservation approved prior to move.
- **Security Incident Register – Update**
  - Details of 27/28 Dec parcel theft incident
  - Review to confirm all 2024 security incidents have been captured as per the attached email request to Matt Benedetti.
- **Garage door clean** - accept M&M Rolfe quote and arrange installation.

#### Professional Report Update

- **Acoustic Sound Engineer update.**  
RFQ sent to 3 engineering firms
- **Structural Defects Report and engagement of Steven Wise**  
Emails with supporting documentation sent to Wise Choice as noted above

#### For Noting

- **Garden Sub-Committee.** Paul Stanton has formed a new Garden Sub-Committee to assist the Building Manager in overseeing the work of our gardeners and helping to maintain the quality of our outdoor areas.
- **Updated Alterations Request Form now in use**
- **19 Pool sunlounges** purchased with ETA delivery mid-January. Faulty lounges to be disposed of by BM. One of the still usable old sunlounges to be placed in the indoor pool and four lounges to be placed in the courtyard off the yoga room. **Complete.**

## ADDENDUM 2

### 2.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 24/01/25

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
TD01	25/01/2025	4.30%	3 months	\$161,792.44	25/04/2025
TD03	27/11/2024	4.70%	3 months	\$160,000.00	25/02/2025
TD05	07/01/2024	4.65%	3 months	\$120,000.00	07/04/2025

**\$441,792.44**

<b>SINKING FUND</b>					
TD02	28/10/2024	4.40%	1 year	\$450,000.00	11/11/2025
TD04	27/11/2024	4.70%	3 months	\$88,248.92	25/02/2025
TD06	14/01/2025	4.65%	3 months	\$78,490.56	14/03/2025

**\$616,739.48**

### 2.2 Improvement Fund

2% Ivy Improvement fund			\$26,249.00
20/11/24	Installation of Bike rack - B1 north	\$301.43	
12/09/2024	Christmas decorations /	\$580.70	
12/09/2024	BM baby gift	\$100.00	
20/01/25	Look Signage - B1 north	\$148.80	
		<b>\$1,130.93</b>	
	<b>Total remaining</b>		<b>\$25,118.07</b>

### 2.3 Contingency Fund

5% Contingency fund			\$65,622.00
20/11/24	Shanes Glass - Balustrade replacement	\$2,181.82	
20/01/25	Flamboyant - Bollard replacement	\$500.00	
		<b>\$2,681.82</b>	
	<b>Total remaining</b>		<b>\$62,940.18</b>

**ADDENDUM 3 – OUTDOOR POOL UMBRELLA LOCATIONS**



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## **ADDENDUM 4: HIGGINS PAINTING PLAN FOR 2025**

### **PROPOSED STAGES**

#### **Stage 1**

The BM met with Higgins Coatings on 21 January 2025 and identified six external items for early attention (estimated at approx. 80 hours work):

- 6x painted structural poles (grey) supporting the front “Porte Cochere” (surface rust appearing).
- Front foyer entrance (white painted fibre cement sheeting surrounding the intercom, sliding door and glass windows).
- 2x polished concrete seats (one out front of building entrance and second one in the eastern seating area adjacent to unit 102 courtyard).
- Hydrant booster/fire stair well hut at LHS entrance of the driveway (grey and white areas).
- Western BBQ side steel wind break (grey) - surface rust appearing.
- Paint the 4 large white pots in outdoor pool area.

#### **Stage 2 (to be confirmed)**

Committee members have identified other items as a possible stage 2 (up to 100 hours):

- Paint the east side external wall (grey) along the driveway beside Townhouse 279.
- Repair large expansion joint in the wall beside the pedestrian stairs near Townhouse 279
- Minor render/repaint of north face of the eastern stairwell to B1 in the front driveway
- Repaint southern wall of the Garbage Storage room (white) in the front driveway.
- Repair/repaint expansion joint in garden wall outside the cardio gym.
- Paint replacement stairwell Fire door on 16<sup>th</sup> floor roof, South Tower.
- Repair/repaint the 3 large white pots in the front walkway.

## ADDENDUM 5

### Invoices paid – 01/12/2024 – 31/12/2024

29/10 - 25/11		ACTEWAGL	\$2,528.56	
12/19/24		ALL SEASONS HORTICULTURA	\$1,681.47	INV-25834
12/02/24		CLASS LOCKSMITHS	\$72.00	352109
12/09/24	Dec-24	COMPLETE ESSENTIAL FIRE &	\$1,160.59	INV-45538
12/04/24	U77 Balcony Fire	COMPLETE ESSENTIAL FIRE &	\$731.50	INV-45600
12/19/24		GMH ELECTRICAL	\$8,998.00	INV-2696
12/12/24	Xmas Supplies	JULIANNE O'BRIEN	\$524.15	9/12/2024
12/12/24	Reimbursement <\$500	JULIANNE O'BRIEN	\$169.73	9/12/2024
12/11/24	Nov-24	M & M ROLFE CLEANING SERVICES	\$16,118.70	INV-8345
12/10/24	Oct-24	M & M ROLFE CLEANING SERVICES	\$16,556.03	INV-8259
12/04/24	Sep-24	M & M ROLFE CLEANING	\$16,556.03	INV-8192
12/04/24	Consumables Sep 24	M & M ROLFE CLEANING	\$447.87	INV-8216
12/12/24	Delete Bank Acc	MARALYN M OWEN	\$54.89	11/12/2024
12/11/24		MARITEX COMMERCIAL	\$440.00	INV-79861
12/04/24	Balcony Fire	MARITEX COMMERCIAL	\$440.00	INV-79861
12/10/24	12/10/24-11/11/24	ORIGIN ENERGY - BPAY 130112	\$12,001.54	93631401
12/09/24	Nov-24	ORIGIN ENERGY - BPAY 130112	\$12,001.54	A-A2149C8D
12/13/24	12/11/24-11/12/24	ORIGIN ENERGY ELECTRICITY	\$11,294.93	95606355
12/12/24	Lift Fault	OTIS	\$643.50	590710
12/11/24		OTIS	\$7,609.81	2021421
12/10/24		OTIS	\$7,609.81	2021421
12/10/24	01/10/24-31/12/24	OTIS	\$7,609.81	2002858
12/12/24	Sun Lounges	OUTDOOR ELEGANCE CANB	\$11,199.00	1172
12/10/24	Replace Wattle Tree	OUTSCAPES HORTICULTURAL	\$2,310.00	307222
12/17/24	Notice Boards	POINT FACILITIES SOLUTIONS	\$859.65	INV-1782
12/17/24	U250 Mattress	POINT FACILITIES SOLUTIONS	\$198.00	INV-1772
12/12/24	Collect Hard Waste	POINT FACILITIES SOLUTIONS	\$260.70	INV-1763
12/10/24	Dec-24	POINT FACILITIES SOLUTIONS	\$10,010.00	INV-1760
12/10/24	Key Safe	POINT FACILITIES SOLUTIONS	\$185.35	INV-1759
12/19/24		SEDA SERVICES	\$2,326.50	10376
12/06/24		SEDA SERVICES	\$1,144.00	9379
12/04/24	Sep-24	SEDA SERVICES	\$1,144.00	9379
12/02/24	U160 Replace Glass	SHANES GLASS	\$2,400.00	42115
12/04/24	Supply Signage	SIGNLIME	\$495.00	11234
12/04/24	Supply Signage	SIGNLIME	\$819.50	11018
12/17/24	Sep-24	TOTAL POOL SERVICE	\$310.00	39966
12/17/24		TOTAL POOL SERVICE	\$1,055.69	40502
12/10/24	Oct-24	TOTAL POOL SERVICE	\$968.00	40501
12/10/24	Sep-24	TOTAL POOL SERVICE	\$786.50	39965

12/10/24	Replace Pool Pump 3	TOTAL POOL SERVICE	\$1,093.14	41958
12/02/24	Nov-24	TOTAL POOL SERVICE	\$730.14	41674
12/02/24	Nov-24	TOTAL POOL SERVICE	\$1,270.50	41673
12/09/24	Nov-24	WASTECH ENGINEERING	\$165.00	662074976
12/03/24	Nov-24	WASTECH ENGINEERING	\$379.50	662074577
12/04/24	Tempering Valve	WATER TIGHT CANBERRA	\$493.70	32940
12/04/24	Replace Hose Cock	WATER TIGHT CANBERRA	\$336.71	33846
12/04/24	Repair Leaking Pipe	WATER TIGHT CANBERRA	\$2,838.00	33328
12/03/24		WATER TIGHT CANBERRA	\$1,008.00	32960
12/03/24	HWS Faults	WATER TIGHT CANBERRA	\$1,008.00	32960
12/03/24	HWS Faults	WATER TIGHT CANBERRA	\$744.00	32962
12/03/24	U134 Water Hammer	WATER TIGHT CANBERRA	\$1,439.37	32658
12/01/24	Dec-24	WATER TIGHT CANBERRA	\$452.63	INV-11206
12/19/24		WATER TIGHT CANBERRA	\$495.74	34144



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

**Venue:** 259/15 Irving Street, Phillip / Microsoft Teams

**Date:** Wednesday, 6 November 2024

**Time:** 4.18 pm

## **1. MEETING FORMALITIES**

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### **1.1. Attendance and Apologies.**

Attendance: Don McLean, Julianne O'Brien, Kevin O'Brien, Donna Macpherson, Paul Stanton, Carol van Gelder, Melissa Li (Bright & Duggan), Khevna Patel (Bright & Duggan), Matt Lam (Point Facilities Solutions).

Apologies: Tristan Veurink (Ivy Strata Manager).

**1.2. New Committee Induction.** The six owners above were elected at the 6<sup>th</sup> AGM on 31 October to serve as Executive Committee members for 2024-25. In keeping with UP4787 Owners Corporation Rules, they each confirmed to the Strata Manager (Bright & Duggan) they understand their legal requirements under the UT(M)A and agree to adhere to The Ivy's EC governance arrangements (Rule 12). As returning members, the induction checklist was not required. Each member completed their induction process by signing and dating the EC's Code of Conduct Agreement.

**1.3. Appointment of Office Bearers.** The Committee elected the following office bearers for 2024-25:

Chairperson	Don McLean (unit 264)
Treasurer	Julianne O'Brien (unit 52)
Secretary	Kevin O'Brien (unit 259).

**1.4. Retired Committee Member - Eva Wadie.** Eva did not renominate for the Committee due to her work commitments. The Committee would like to thank her for nominating to fill a 2024 vacancy and supporting Committee business when she could. The EC member resignation checklist for her has been completed.

**1.5. Conflicts of Interest.** None identified.

**1.6. Previous Meeting Minutes.**

The minutes of the EC Meeting on Thursday, 3 October 2024, are confirmed.

## 2. BUILDING & FACILITIES MANAGEMENT

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**2.1. Building Condition Report.** 28 Oct 2024 – 88%.

**2.2. 14<sup>th</sup> floor carpet.** The Committee discussed issues raised by an owner regarding the 14<sup>th</sup> floor, including the frequency of spot cleaning the carpets. The Committee noted regular cleaning of carpets will typically occur only every 4-6 months in high demand areas. Residents/owners are advised to clean up after any accidents as they will be charged for additional spot cleaning if they cause further staining (from pets, food, furniture etc). The Building Manager was requested to capture photographic records of common property carpet conditions during his regular walk around or when specifically investigating reported issues.

**2.3. Outdoor pool pots.** An owner of unit 180 is concerned about cracking in the large white pots around the outdoor pool, potentially caused by tree roots. The Committee has been regularly monitoring this situation, as these pots are too expensive to replace. A work order for temporary repairs was issued to Point FS two months ago. The Building Manager was instructed to progress.

The Building Manager was also asked to discuss with the gardener the possibility of relocating the olive trees in affected pots to other locations in the complex when this proves necessary. The Committee agreed to look at other plant options around the pool (possibly in smaller white pots) when this is required.

**2.4. Repair Work.** Committee members noted that they met with the Building Manager on 11 October to progress a number of repair and maintenance issues. A progress report was provided on 1 November but many issues are still outstanding. The Building Manager was asked to expedite all remaining work.

## 3. TREASURER'S REPORT AND LEVY SITUATION

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**3.1. Overall Financial Position @ 31 October 2024**

- Total Owners Net Assets: \$1,045,314.90
  - Assets = \$ 1,085,138.18
  - Liabilities= (\$39,823.28)

**3.2. Cash Accounts.** Total cash at bank = \$1,002,524.33

- Admin fund = \$236,452.97
- Sinking fund = \$11,226.23

**3.3. Investment Accounts.** Total funds invested = \$823,128.11 (see **Addendum 1.1**)

- TD05 Admin fund accounts = \$124,879.19
- TD02 Sinking fund accounts = \$88,248.92
- Investment A/C MCQ 1 (Admin) = \$160,000.00
- Investment A/C MCQ 2 (Sinking) = \$450,000.00

**3.4. Investment activity.** The following investment activity has been completed since the Committee's meeting on 3 October 2024 (see **Addendum 1.1**):

- MCQ 1 – Bright & Duggan opened a new Admin Fund investment account with Macquarie Bank on 28 October 2024, investing **\$160,000 for 3 months @ 4.7%**.
  - The Treasurer’s direction to Bright & Duggan on 1 November to update the account name to **UP4787 Admin Fund TD01 is still pending.**
- MCQ2 – Bright & Duggan opened a new Sinking Fund investment account with Macquarie Bank on 28 October 2024, investing **\$450,000 for 12 months @ 4.3%**.
  - The Treasurer’s direction to Bright & Duggan on 1 November to update the account name to **UP4787 Sinking Fund TD02 is still pending.**

**3.5. Financial decisions.** Bright & Duggan is directed to undertake the following investment activity:

- Administrative Fund - open a new investment account with Macquarie Bank in mid-November 2024 (after TD05 matures) investing for **\$160,000 for 3 months** at the best available interest rate.
  - The account is to be named: **UP4787 Admin Fund TD03.**
- Sinking Fund - open a new investment account with Macquarie Bank in mid-November 2024 (after TD02 matures) investing \$88,248.92 plus TD02 interest earned on maturity plus Sinking Fund Bank Balance (currently \$11,226.23) **for 3 months** at the best available interest rate.
  - The account is to be named: **UP4787 Sinking Fund TD04.**

**3.6. Levy Arrears (as of 31/10/2024) = \$14,330.87 (GST Incl).**

- 6 owners have arrears greater than \$500.
- 3 owners have arrears less than \$200.

**3.6.1. Unit of specific concern:** Unit 175 total arrears = \$7,875.62

- The ACAT hearing for 175/15 Irving St, Phillip was held on 23/08/24. Judgement entered against the owner. The Member made orders and awarded all levies, interest and expenses (pursuant to section 31 SSMA 2011) sought. \$4,621.77 plus all costs (additional levies overdue more than 120 days).
- On 10/09/24, the debtor tried to have the judgement set aside but failed. Judgement was entered again for an updated amount accounting for extra interest – total \$4,634. The member also made an instalment Order of \$200 per fortnight 1<sup>st</sup> payment on or before 28/9/2024.
- This instalment order is not being met as the owner only reduced the arrears by \$311.12 in the last month. The 1st of December levy will further increase her debt by \$1,352.04.

- 3.7.** The Committee directs Bright & Duggan to contact Credit Control Australia for an update on the status of legal action in preparation for the handover of the case to Grace Lawyers, whom Bright & Duggan use to manage debt collection.

## 4. MATTERS FOR DECISION

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**4.1. Emergency Lighting.** The Building Manager obtained two quotations from CEFA (Quote #1419 of 24 Oct for \$9,487.40 ex GST) and Maritex (Quote QU 10881 of 15 Oct for \$9,220.00 ex GST) to rectify 48 emergency and other lighting defects recently identified by CEFA (job #1251).

The Committee was not happy with either quote and queried why some of these defects had not been identified earlier. The Building Manager was asked to get additional quotes from Maybach Electrical, GMH Electrical and Charleston Electrical. He advised that CEFA will also be sending through an amended (hopefully more competitive) quote.

Given the delay, the Committee agreed to consider these additional quotes out-of-session. The Building Manager was asked to ensure an accurate record is kept of when all such assets are replaced, including to have a sticker or note attached to the new fittings identifying their actual replacement date.

**4.2. Unit 24 – Flooring Alterations.** On 28 October, the owner of unit 24 requested EC approval of their application to install Wonderwood 6.5mm hybrid vinyl flooring. ATA Product Testing data was attached. The Building Manager advised the Committee on 5 November that, based on the field test report and as this testing was carried out on similar conditions to The Ivy, the proposed flooring alteration should satisfy the minimum 5-star AAC rating endorsed at the AGM.

The Committee agreed to approve the proposed flooring alteration to unit 24 and authorised the Strata Manager to advise the owner accordingly.

**4.3. Unit 160 – Glass balustrade replacement.** The Building Manager obtained quotes from ABS Facade (\$3,468 ex GST – Quote of 24 Oct) and Shane’s Glass (\$2,181.82 ex GST - Quote #1515 of 29 Oct) for this urgent repair. The EC agreed out-of-session on 29 October to accept the Shane’s Glass quote, given the safety considerations involved. Bright & Duggan issued the work order for these repairs on 30 October.

The Committee agreed to ratify the out-of-session decision.

**4.4. Unit 164 Alteration Request – Front door peephole.** The owner of Unit 164 submitted a request to install a peephole in their front door and was guided to consider getting CEFA to supply and install a fire rated peephole as they could also certify the installation. The Committee agreed to this request out-of-session on 16 October based on the supporting quotation from CEFA.

The Committee agreed to ratify the out-of-session decision.

**4.5. Aug 2023 Unit 226 Water Leak – 12 outstanding Invoices.** The water leak from a ruptured washing machine hose in Unit 226 caused damage to common areas on South Tower levels 12, 11, 10 and 9 (walls and carpets), and in multiple units on those floors including Units 226, 225, 224, 223, 214, 213, 202, 201, 200, 190 and 189.

SteamMatic were engaged by the Ivy strata insurer to undertake remediation work to dry areas impacted by the water leak including the carpet in the common areas. The strata insurance policy does not cover the impact to carpets within the individual units, - this is the owner’s responsibility and may be covered by an owner’s contents insurance policy.

SteamMatic has advised that 12 invoices for drying of carpets within individual units remain unpaid. It is unclear whether Vantage Strata failed to pass these invoices onto the individual units, or whether the owners were given incorrect advice.

Bright & Duggan is requested to contact SteamMatic and confirm what work orders were issued to them authorising this work and which invoices are still outstanding. The Committee agreed to clarify exactly what advice Vantage had provided to these owners and to act accordingly.

## 5. MATTERS FOR DISCUSSION

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**5.1. 6<sup>th</sup> AGM - Finalisation of Minutes.** The AGM Minutes are close to final and ideally, should be circulated this week. Details of the 2024-25 Admin Budget and each owner's quarterly levy contribution to the Admin Fund and Sinking Fund from 1 December 2024 are included as Addenda to these Minutes.

The Committee agreed to finalise all AGM documentation overnight and to sign-off so the Minutes can be circulated to Ivy owners. **Postscript:** The 6<sup>th</sup> AGM Minutes were circulated to owners on 7 November 2024.

**5.2. 6<sup>th</sup> AGM - Matters Arising.**

**5.2.1. Priorities Arising from AGM.** The Committee agreed to prepare a list of priorities for 2024-25 to consider at its next meeting.

**5.2.2. Voting Procedure.** The Committee agreed to schedule a meeting with Tristan Veurink for later this month to review current StrataVote procedures informed by issues that occurred during the AGM.

**5.2.3. Registration of OC Rules.** Bright & Duggan was requested to lodge the updated Owners Corporation Rules, as approved at the 6<sup>th</sup> AGM, for registration immediately following expiry of the reduced quorum period on 28 November 2024. The Committee noted these updated Rules are included as Addendum 4 to the AGM Minutes.

**5.3. Transition to Bright & Duggan (On-boarding Process).** The Committee was advised that the onboarding from Vantage Strata to Bright & Duggan is now complete. The Committee agreed that suggestions to help refine these new arrangements will be discussed in the proposed meeting with Tristan Veurink (Item 5.2.2).

**5.4. Structural Defects Report.** The Chair and Building Manager advised on progress to date, noting the AGM had approved sufficient funding to undertake this defect assessment. Given the technical nature of this exercise, and to ensure the Owners Corporation gets value for money from this project, it was agreed to seek expert structural engineering advice to help select the successful tenderer. The Building Manager was asked to approach suitable firms (such as Wise or HPCE) to ascertain their availability/suitability and potential cost for undertaking this assessment.

**5.5. Community use of common property.** The Committee noted that individual owners cannot book or reserve the Ivy's facilities or amenities (such the yoga room, BBQs or pool areas) for their exclusive use, as these are common property available to all owners and residents (and their guests).

The "Reservation" function on BuildingLink includes the following instructions:

*"You may notify other IVY residents of your intention to use a common area for a function. However, you will not have exclusive use of these areas. All IVY residents are able to use the space at the same time if they choose to do so. The only purpose of using the notification system is for residents to see what functions have been scheduled."*

With the summer holidays approaching, the Committee agreed to circulate a reminder notice to all residents to always show common courtesy to others and to report any bad or inappropriate behaviour to the Strata Manager.

**5.6. Pool Umbrellas.** The Committee noted this Ivy Improvement proposal was accepted at the AGM and should be progressed ahead of the summer holidays if possible. Paul Stanton has agreed to take the lead in examining various umbrella options, consulting with interested owners (including the owners who initiated the proposal), obtain indicative costings (including for covers, delivery and installation) and report back to the Committee as soon as possible. It was agreed the final selection of the umbrellas would be considered out of session to ensure timely installation before the start of Summer.

**5.7. Wellness Room Upgrade.** The Committee briefly discussed this proposal, noting the AGM had approved funding of up to \$20,000 ex GST and that a small sub-committee should be formed to progress this initiative in the new year. All interested owners are welcome to participate in helping to identify, refine and cost suitable options for EC consideration. A notice will be sent out in January/February to invite owners to participate and they are also welcome to contact members of the Committee to express their interest.

**5.8. Basement 1 Water Leak.** A substantial water leak occurred over the weekend of 1-3 November in Basement 1. Members of the Committee were eventually able to locate the cause, a dripping water hose in the cleaner's room, and turn off the tap.

As several calls had gone through to the strata after-hours contact service, WaterTight was called and attended late on Sunday afternoon. This incurred an unnecessary call-out fee as EC members had already turned off the water by then. The Committee confirmed that the cleaning company, M&M Rolfe, has accepted responsibility and agreed to pay the plumbing callout invoice.

The Committee noted there was considerable water ingress to the storage cage of unit 101, and potentially other cages. Owners are reminded that these cages are part of their own personal property as a unit subsidiary. Any loss or damage, from whatever cause, is subject to their own insurance policies. Ideally, all valuable contents in these cages should be stored off the ground and covered given that the basement shotcrete walls are "wet walls" and water ingress into the garages via the wet walls or from leaking slab seals is common during heavy rain periods.

**5.9. After-Hours Emergency Contact.** Ivy owners have generally expressed dissatisfaction with after-hours contact arrangements in the past. The issue is quite independent of the strata manager as the on-call person often doesn't have any familiarity with the property and is simply relying on scripted information.

This concern was particularly evident to several EC members during the basement water leak issue above, given the delayed response, the call-out centre's lack of knowledge of the Ivy's location or its facilities, and the fact that a substantial expense (in excess of \$1,000) was incurred unnecessarily. There was concern that similar situations could continue to re-occur.

Bright & Duggan advised they are actively reviewing each out-of-hours call that are currently being received by their contracted service provider from Ivy residents and assessing any areas of improvement possible for this service.

The Committee agreed to explore whether a more effective alternative arrangement might be possible, such as arranging for Point FS or Matt, the Building Manager to manage after hours emergency calls (although initial discussions suggest they may be reluctant to take this on).

**5.10. Acoustic Sound Engineer.** The Committee noted the AGM approved the OC Rule change to implement a minimum 5-star AAAC acoustic rating for all flooring alterations. Effective implementation of this AAAC Guideline requires expert advice specifically for The Ivy so as to assist the Building Manager in ensuring there is consistent application of this minimum impact sound transmission performance requirement.

The Committee agreed it will be necessary to engage an Acoustic Sound Engineer to test the acoustic performance of the Ivy slab and asked if the Strata Manager could nominate three firms that can provide this expertise. The Chair agreed to prepare a draft Scope of Work to consider at our next meeting.

**5.11. Unit 32 – Unapproved Alterations.** The Committee advised the Strata Manager on 14 October that it was concerned the new owners of unit 32 have undertaken a substantial alteration without first seeking EC approval. Not only did these alterations cause considerable disturbance to other residents without prior warning, but they may also be detrimental to building code compliance and/or community amenity (i.e. hard floor acoustic performance). To date, the new owners have not responded to the Strata Manager’s correspondence.

The Strata Manager is requested to follow-up again with the owners of unit 32, alerting them to these concerns and advising them they still need to submit an erections and alterations request to the EC (with associated plans and construction details). Without approval they could be required to remove these alterations at their own cost.

**5.12. Balustrade Spacer Replacements.** The Committee noted that several reminder notices had been circulated to owners and residents advising that the abseilers need to access to each balcony to replace these spacers (see **Addendum 2**).

The Building Manager advised that ABS Façade commenced work on-site on 6 November and will be attending over the next five weeks. Matt will contact individual owners on the day if the abseilers require access via their unit (i.e. if they are unable to complete the work via just abseiling down to their balcony).

**5.13. Point FS – 4-monthly Review.** The Committee agreed to schedule the next 4-monthly review meeting with Matt Benedetti for late November/early December.

**5.14. South Tower Façade Leaks.** Milin arranged for ABS Façade to inspect and test for external water leaks in the curtain wall on 10 September. Milin also carried out internal flood tests inside throughout the month on the subsills of affected floors.

The Building Manager advised that the report from the above works was provided to Taylors Windows and that they have agreed to address the issues identified. Further information will be provided when available.

## **6. MATTERS FOR NOTING.**

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**6.1. Strata Management Agreement (SMA).** The 6<sup>th</sup> AGM (motion 5) agreed to appoint Bright & Duggan (ACT) Pty Ltd as Strata Manager of Units Plan 4787 commencing 1 December 2024 initially for

a one-year period (rolling over for another two years subject to a mid-2025 review) and authorised the Executive Committee to execute the SMA giving effect to this appointment.

The Chair and Secretary (or Treasurer) will sign the SMA and two annexes on the OC's behalf (and affix the common seal of the Owners Corporation) as soon as the reduced quorum period has expired on 28 November 2024.

**6.2. Facilities Management Agreement (FMA).** The 6<sup>th</sup> AGM (motion 6) agreed to appoint Point Facilities Solutions as facilities and building manager of Units Plan 4787 for three years, commencing 2 December 2024, and authorised the Executive Committee to execute the FMA giving effect to this appointment.

The Chair and Secretary (or Treasurer) will sign the FMA and two annexes on the OC's behalf (and affix the common seal of the Owners Corporation) as soon as the reduced quorum period has expired on 28 November 2024.

**6.3. October Gas bill.** The Treasurer noted that while the ActewAGL gas bill for heating the pools is always higher in October, as the outdoor pool is heated to 27 degrees after a dormant winter, the bill was higher than expected last month at \$7,028. In comparison, the bill for October 2023 was \$6,109. The increased usage costs may have an impact on the annual budget.

**6.4. Birds nesting in the Ivy basement.** A unit owner reported birds nesting in the Ivy basement near Unit 184 parking. The birds were determined to be swallows, which are a protected species that nest seasonally. The Building Manager was directed to arrange for regular cleanup of the bird poo ahead of reviewing the options available for managing nesting sparrows.

**6.5. Resident Complaint.** Following a formal complaint by a resident, a Rule Breach warning notice was issued to the owner of an unsupervised dog for breach of the following House Rule:

1. Rule 5(a) (iii): The pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and
2. Rule 5(b): The pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.

**6.6. Unit 199 Pet Application.** The Committee acknowledges the pet application and registration form submitted by the owner of Unit 199. Welcome to the Ivy community "Callie" the Australian shepherd dog.

**Unit 255 – Rule Infringement Notice (RIN).** On 22 October, the Building Manager confirmed that the tenant of unit 255 continues to be in breach the OC Rules by parking in the front driveway for extended periods. On 28 October, the Committee directed Bright & Duggan to issue another infringement notice to the owner of unit 255/15 Irving Street, Phillip ACT 2606.

**6.7. Unit 274 – Garage Break-in 17 October.** The Strata Manager notified all residents on 17 October. Footage has been saved onto the CCTV archives and the security incident register updated accordingly. Footage was dropped off to Woden police station that afternoon.

**6.8. Ivy Woden Website.** Martin Caddick has graciously agreed to help build the Ivy Woden website, which will provide links to existing portals; StrataMax, and BuildingLink; and provide basic public information for owners and residents, including the current OC Rules and FAQ style information. The National Apartments website, [www.thenationalapartments.com.au](http://www.thenationalapartments.com.au), is being used as a guide to developing The Ivy website in terms of structure and content.

## 7. GENERAL BUSINESS

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7.1. No other general business was raised.

## 8. MEETING CLOSURE

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8.1. The meeting concluded at 7.03 pm.

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## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 31/10/24

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
<b>MCQ 1</b>	28/10/2024	4.3%%	3 months	\$160,000.00	28/01/2025
<b>TD05</b>	12/08/24	4.70%	3 months	\$124,879.19	11/11/2024
				<b>\$284,879.19</b>	
<b>SINKING FUND</b>					
<b>MCQ 2</b>	28/10/2024	4.4%%	1 year	\$450,000.00	11/11/2025
<b>TDO2</b>	12/08/24	4.70%	3 months	\$88,248.92	11/11/2024
				<b>\$538,248.92</b>	

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## ADDENDUM 2 – BALUSTRADE SPACER REPLACEMENT

Update sent to all Ivy residents on 29 October 2024

### **RE: UP4787 - Balustrade spacer update - Commencement of work to replace the Ivy balustrade spacers**

Milin and their balustrade subcontractor, ABS Façade, have inspected The IVY balustrades by drone / personal inspection and have decided to replace all the spacers on every glass panel of the balustrades (eight per panel). Note, there are over two and a half thousand glass panels at The Ivy.

#### **Why do the spacers need to be replaced?**

The deterioration of the plastic spacers on these glass panels is due to the spacers not being UV stabilised. These spacers are located at the points where the glass attaches to the steel posts, with four positions per panel. This deterioration could result in movement between the posts and the glass panels, particularly during windy conditions, and potentially for the screws to work loose and fall out. This has occurred for several units and is a significant safety issue.

The current white spacers will be replaced with a black rubber style spacer, from an alternative supplier, that has a confirmed lifetime UV stabilisation rating. Using a black spacer will also allow ABS Façade to know what has and hasn't been replaced. Loctite will be applied to all external Allen key bolts once the new spacers are installed.

#### **When will this happen?**

The work to replace the spacers is planned to commence on **Thursday 31 October**, but the start date is reliant on delivery of the hardware and the weather.

#### **How will the spacers be replaced?**

Milin will use abseilers to replace the spacers - see attached methodology pdf.

The abseilers propose to start at the north-east corner of the North tower (drop 38) and move west around the building. The work will take at least five weeks (weather permitting). The abseilers need to work at 68 different locations. Internal access will be needed to some units for those balustrades that are inaccessible to the abseilers.

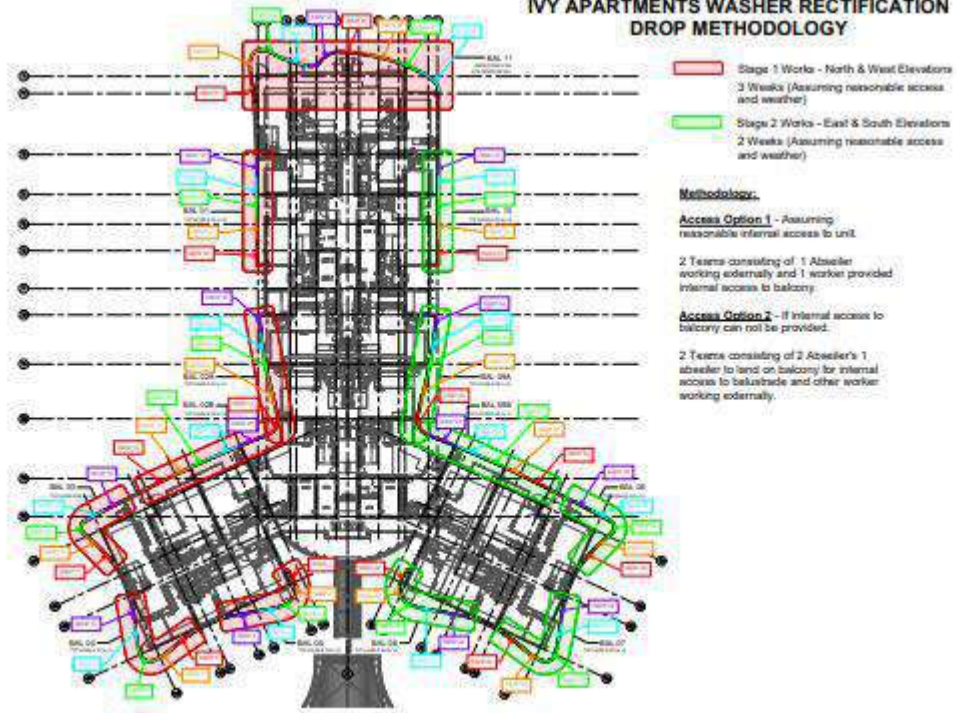
#### **Who is paying to replace the spacers?**

Milin has confirmed that The Ivy Owners Corporation **IS NOT** responsible for the costs associated with the work to source and replace the balustrade spacers at The Ivy.

#### **Ivy owner & resident Point of Contact**

Ivy's Building Manager, Matt Lam [ivyfm@pointfs.com.au](mailto:ivyfm@pointfs.com.au) / 0453 673 353, is assisting Milin + ABS Façade in coordinating with Ivy owners and residents.

## IVY APARTMENTS WASHER RECTIFICATION DROP METHODOLOGY



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## ADDENDUM 3

Invoices paid – 01/10/2024 – 31/10/2024

02/10/2024 08200759 Water Tight Canberra 2,172.29 1613 R & M - Plumbing New HW Meter D0000004 32290 Paid
02/10/2024 08201215 Point Facilities Solutions Pty 9,539.62 12101 Building Manager Oct 24 D0000007 INV-1652 Paid
03/10/2024 08200123 Gymquip Fitness & Spas 178.00 1610 R & M - Gym Equipment Aerobic Steps D0000006 INV-10548 Paid
04/10/2024 08201295 Msr Electrical 88.00 1608 R & M - Garage Doors Sliding Door Service D0000002 22609 Paid
11/10/2024 08201433 Fermax Australia Pty Lim 738.93 161910 Security 14/07/24-14/09/24 D0000020 00044756 Paid
14/10/2024 08202173 Origin Energy - Bpay 130112 12,581.82 1301 Electricity 12/09/24-11/10/24 D0000011 91785059 Paid
17/10/2024 08200122 Collection Corporation Of Aust 220.00 1405 Legal Expenses U175 Legal Expenses D0000001 479195 Paid
17/10/2024 08200011 Act Doorland 320.00 1608 R & M - Garage Doors Oct 24 D0000008 A172645 Paid
18/10/2024 08200058 Total Pool Service 7,509.70 1614 R & M - Pool Replace Heater D0000009 40325 Paid
18/10/2024 08200122 Collection Corporation Of Aust 55.00 1405 Legal Expenses U175 Legal Expenses D0000019 479229 Paid
24/10/2024 08200759 Water Tight Canberra 279.58 1613 R & M - Plumbing Hot Water Issues D0000015 32291A Paid
28/10/2024 08200104 All Seasons Horticultural Serv 1,681.47 1309 Gardening Oct 2024 D0000031 INV-25615 Paid
29/10/2024 08200002 Bright & Duggan (Act) Pty Ltd 7,499.16 1680 Strata Management Strata Management D0000021 M0031074 Paid
29/10/2024 08200002 Bright & Duggan (Act) Pty Ltd 198.00 1207 Bas - Preparation Fee BAS Preparation D0000022 M0031075 Paid
29/10/2024 08200002 Bright & Duggan (Act) Pty Ltd 117.18 1690 Sundry Expense Software Fees D0000023 M0031076 Paid
Total Processed and Paid 43,178.75



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

**Venue:** 259/15 Irving St, Phillip

**Date:** Wednesday 15 November 2023

**Time:** Meeting commenced at 6:10 pm

**Attendance:** Don McLean (Chair), Julianne O'Brien (Treasurer), Donna Macpherson, Carol van Gelder, Craig Wiltshire, Kevin O'Brien (Secretary)

**Apologies:** Vanessa Dix (Strata Manager)

## **1. MEETING FORMALITIES**

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**1.1. Attendance and acceptance of apologies.**

**1.2. EC Induction.** Carol van Gelder completed the EC induction process.

**1.3. Conflicts of Interest.** Don McLean (unit 264) declared a conflict of interest on item 4.2. Julianne O'Brien acted as Chair for this item.

**1.4. Previous Meeting Minutes.**

The minutes of the EC Meeting held on Thursday 2 November 2023 were confirmed.

## **2. BUILDING & FACILITIES MANAGEMENT**

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**2.1. Building Condition report - October 2023 – 91.43%.** The Facilities Manager's update as of 13 November is at **Addendum 1**.

The Committee noted the high rating achieved for the building condition report last month and thanked Point FS for the excellent maintenance work they continue to do.

## **3. FINANCIAL STATEMENT & ARREARS REPORT**

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**Treasurer's Report & Levy Situation (as at 10/11/23)**

**3.1. Total Cash at Bank = \$889,493.23**

- Cash Account Balance: \$143,758.59
  - Admin Fund Balance: \$138,323.81
  - Sinking Fund Balance: \$5,434.78

### 3.2. Investment Accounts (see Addendum 2)

The Committee noted that it had agreed at previous meetings to set up three Admin Fund Investment Accounts and three Sinking Fund Investment Accounts with Macquarie Bank to invest available cash reserves from quarterly levy payments. This structure will provide the best, secure return on these reserves, given the current interest rate environment, but also allow the Treasurer to access sufficient funds for admin purposes as necessary.

The Treasurer outlined a strategy for achieving this outcome, summarised in Addendum 2. Briefly:

- TD01 will be split on maturity (11 Dec 23) and become an Admin Fund only investment account. The Sinking Fund allocation (plus interest) will set up a new TD06.
- TD02 will be split on maturity (16 Nov 23) and become a Sinking Fund only investment account. \$100,000 will be transferred back into the cash Admin account and the remaining Admin funds (plus interest) used to set up a new TD05.
- TD03 remains an Admin Fund only investment account. It will be rolled over on maturity (29 Dec 23).
- TD04 remains a Sinking Fund only investment account. It will be rolled over on maturity (29 Dec 23).
- TD05 will be a new Admin Fund investment account (with funds from TD02).
- TD06 will be a new Sinking Fund investment account (with funds from TD01).

The Committee agreed to this strategy and noted it had already instructed Vantage Strata to set up TD05 when the TD02 account matures tomorrow.

### 3.3. Balance Sheet:

- Total Admin Assets: \$600,418.18
- Total Admin Liabilities: \$68,728.88
- Total Admin Net assets: \$531,689.30

### 3.4. Income and Expenditure:

Total Administrative Fund Budget for 2023-24 = \$1,359,610.48

- Total Income to date = \$1,421.73
- Total Expenditure to date = \$12,029.73

### 3.5. Levy income and arrears

- Levies paid in advance (at 10/11/23) = \$35,575.29
  - Admin Fund: \$31,895.53
  - Sinking Fund: \$3,679.76
- Levies in arrears (as of 10 Nov 2023) = \$13,730.84 (22 owners)
  - Admin Fund: **\$12,006.56**
  - Sinking Fund: **\$1,724.28.**
  - Unit 175 – **\$5,043.49 (refer minutes of EC meeting on 2/11/23)**
  - Unit 199 – **\$2,456.87 (unit sold 12/10/23).**

## 4. MATTERS FOR DECISION

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**4.1. Owners Corporation Rules.** The Committee noted two alternative OC Rules on Insurance cover and on banning the private use of Common Power were agreed at the AGM. The Committee has already updated the 2021 OC Rules to reflect these decisions (**attached**).

The Committee directs Vantage Strata to register these updated OC Rules as soon as the reduced quorum period expires at the end of the month. The cost of registration is to be met from the Admin Fund.

**4.2. Unit 264 Proposed Alterations – Ceiling Fans.** A detailed application was received to install four (4) close-to-ceiling fans in unit 264. The Committee accepted the application and agreed to this work proceeding, subject to confirmation from the Facilities Manager that installation of the ceiling fans will not impact on the fire sprinkler system.

**4.3. Australian Pest Bird Management.** The Committee noted that there continue to be issues with pigeon nesting and vermin control, both on the 16-floor roof and individual owner balconies. It has received a quote from Australian Pest Bird Management (APBM) for more effective pigeon management (quote #2318). The committee agree to accept Option 2 of the quote for a 2-year control program and Vantage was requested to issue a work order for January 2024.

The Committee agreed that owners needed to be advised and that all work will be done in keeping with approved government regulations. A draft letter is to be prepared for Vantage circulation. The Facilities Manager is asked to work in close consultation with the company to ensure the EC and owners are well informed of the process and any risks involved.

**4.4. Owners Corporation Network.** It was agreed one member of the Committee should join the Owners Corporation Network (OCN) to keep aware of strata developments. The membership fee is to be paid from the Admin Fund. Kevin O'Brien volunteered to join.

## 5. MATTERS FOR DISCUSSION

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**5.1. AGM Outcomes.** The Committee reviewed preparations for and conduct of the recent AGM, including agenda pack distribution, meeting, and voting processes, and feedback from owners. All documentation met legislative requirements, including 3 week's advance notice to owners and circulation of the AGM minutes and reduced quorum notice within 7 days.

Overall, the Committee was pleased with management of the AGM process, although several small areas for improvement were suggested by owners. The Committee agreed to discuss these with Vantage as the Strata Manager could not be present at this meeting.

**5.2. EC Priorities for 2023-24 – draft schedule (see Addendum 3)**

The Committee discussed the outcomes from the AGM and implications for its work program in 2023-24. Priority items include registration of the updated OC Rules (item 4.1), formal review of the Strata Manager contract, renewal of the Facilities Manager contract and the lift maintenance contracts, and monitoring of insurance arrangements.

The Committee agreed to maintain and update the priority work schedule in Addendum 3.

**5.3. Building Insurance.** Several items were discussed:

**5.3.1.** The CHU Building Insurance Policy was renewed for 11 months on 5 November 2023. A copy of the CHU Certificate of Currency is available on BuildingLink. We are still waiting on the Vero Certificate of Currency and the Coverforce Insurance Renewal Report. These will be uploaded to BuildingLink when they are received.

**5.3.2.** There was initial discussion of the insurance excess and claim process, noting that the current excess for a successful claim is \$5,000. This question of whether to set a higher threshold than this excess for any OC-based claim in 2023-24, given the potential impact on future premiums, was held over to a future discussion.

**5.3.3.** The Committee noted that a draft “EC Guideline - Renewal of Building Insurance” is being prepared to help provide a longer-term framework for EC consideration of insurance issues. The Committee will continue to research insurance issues and it was agreed this item could continue to be refined over time.

**5.4. Outstanding Work Orders.** The Facilities Manager has advised there are still 15 contract agreements and work orders outstanding, dating back to August.

Committee members noted they made several efforts over the past few weeks to get these work orders addressed by the Strata Manager, especially as contractors will not come on site until they have a work order. It was agreed to escalate this matter to the ACT Branch Manager at Vantage so that the breakdown in processes is better understood and remedial action can be taken.

**5.5. Carpark Sweeping 8-9 Nov.** Some owners were concerned about the late notice given and it was agreed this was not satisfactory. The contractor also advised that Worksafe regulations were changed on 1 October, and they were now prevented from dry cleaning and blowing (given concerns around silica and dust particles).

The Committee took note of these concerns and agreed to direct Vantage to manage communications going forward, noting that the next basement clean is scheduled for May 2024.

**5.6. Vantage Command Centre.** The Committee discussed the scope and usefulness of the new Vantage Command Centre and dashboard, noting this has been developed largely for Vantage’s internal purposes.

Members raised doubts about the Command centre’s value from an Ivy EC perspective as it could impose an unnecessary workload on the EC and the Facilities Manager keeping information up to date in the command centre for limited benefit, and this should not duplicate the processes we already have in place. The Chair agreed to undertake an ongoing review of the Vantage Command Centre and advise the EC if he saw value for the Ivy EC in utilising aspects of it.

**5.7. Ban on private use of common power in garages.** The Committee noted that the AGM agreed to ban the private use of common power in enclosed garages (motion 17). The motion takes effect once the reduced quorum period expires in late November and will be formally implemented via the OC Rule registration process in item 4.1.

It was agreed to direct Vantage to provide formal advice of this AGM decision to all owners, noting that garage owners need to take steps to comply.

## **6. ITEMS FROM PREVIOUS MEETINGS**

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**6.1. ‘TO DO’ List – As of 15 Nov.** The Committee took note of the substantial number of items still outstanding, some dating back to August (item 5.3). These items will be followed up with the Strata Manager (and ACT Branch Manager) on her return from leave.

## 7. MATTERS FOR NOTING

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- 7.1. AGM.** A reduced quorum notice and the 5<sup>th</sup> AGM minutes were provided to owners on 8 November. A follow-up letter on 9 Nov provided the approved Budget for 2023-24 and the Admin and Sinking Fund levy contribution tables for all units.
- 7.2. Levies.** The first quarter's levy contribution is due 1 December. A levy reminder notice was sent to owners on 10 November.
- 7.3. Renewal of Otis three-year Service Agreement (due 20/01/24).** The 25 October EC meeting requested 2 additional quotes. As these are still being explored, the item was deferred for consideration at the next meeting.
- 7.4. Fire Alarm (13 Nov).** A detector was triggered in Basement 2, about 8.45 am. This was located underneath the down ramp about 6 metres above the floor, most likely due to a build-up of dust or cobweb. The EC circulated a notice to all owners via Building Link the same day.
- 7.5. North Tower Level 11 hallway water leak (7 Nov) – OC responsibility.** A pin hole leak in the sprinkler pipe weld was repaired by CEFA the same day. The area needs time to dry out before gyprock/painting repairs can be made to the hallway ceiling. Point FS will advise on proposed timing. The Treasurer noted we have yet to receive invoices for these repairs.
- 7.6. Unit 232 water leak (31 Oct) – OC responsibility.** CEFA repaired the ceiling leak in the sprinkler pipe fittings the same day. Treasurer is awaiting invoices for CEFA repairs to pipe fittings and for plaster/paint repairs.
- 7.7. Unit 226 water leak incident (13 Aug) – OC responsibility.** BPS work is progressing in all relevant units. Vantage provided a letter update to all owners on 1 Nov.
- 7.8. Outdoor Pool – temperature increased to 27 degrees.**
- 7.9. Embedded electricity – Energy management consultant (Leading Edge).** We are still waiting on advice from the broker.
- 7.10. Origin Energy - Explore options for better electricity tariff and advise.** Strata Manager to update at the next meeting.
- 7.11. Point FS Staff Change.** Matt Lam is currently doing the handover and will replace Matt Benedetti as Ivy Facilities Manager in December.

## 8. STRATA MANAGER UPDATE

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- 8.1. Next Ivy Appearance – to be advised.**

## 9. GENERAL BUSINESS

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- 9.1. Light replacements.** The Committee discussed the general delays and additional costs involved in having Maritex always carry out basic electrical maintenance such as replacing standard plug-in light fittings in common areas. The Committee agreed to discuss with Point FS whether other options are available, such as Point FS undertaking this maintenance or a non-specialised maintenance provider.

## 10. MEETING CLOSURE AND NEXT MEETING

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The next EC meeting is scheduled for 13 December. The meeting closed at 8.08 pm.

## Addendum 1

### October Monthly Report - Update 13/11/2023

#### Building Condition and Regulation

Ongoing with Milin - Facade leak, Oaks boundary fence items  
This all sits with Milin currently. I follow up with them regularly though.

Investigate repair options for driveway paving  
No progress on this. Not critical at this stage.

Flood on L12  
Internal wall and skirt repairs are complete, both common property and private units. This includes flooring and cabinetry also.

Next is carpets which I am still awaiting confirmation on install date.

#### Emergency Equipment

Replace faulty emergency lights  
Maritex awaiting work order from Vantage.

#### Security and Paths of Travel

Replace mortise on western gate  
I am going to purchase a new mortise this month and have it replaced. I don't want this to carry over to when Matt L takes over.

#### Roof Condition, Access, and Anchor Points

Follow up with Milin regarding final waterproofing repairs  
Stair overruns adjacent to the Townhouse and Hydrant cupboard began on Friday 10<sup>th</sup>. Work will continue this week.

Work will also begin on the North tower 13<sup>th</sup> floor roof top, hopefully on Wednesday 15<sup>th</sup> if everything goes to plan.

#### Vertical Transport

OTIS to replace missing buttons  
Both missing buttons for lift 2 are still on back order. Should be here in December.

#### Pools

Sauna bench and timber treatment  
Quote have been requested for the repairs and maintenance. To avoid conflict of interest, PointFS will quote and provide pricing before requesting from other trades so there is no price undercutting.

Identify issue with low pressure in pool filter #3.  
Pump was switched which improved flow and allowed the heater to operate correctly. Pressure gauge is still showing lower than normal pressure, but this is likely to be a faulty pressure gauge.

## **Gym and Bathroom Areas**

Male bathroom bench to be replaced.

A replacement for this will be purchased before the handover is complete. Again I don't want this carrying over to Matt L.

## **Garden Areas**

Confirm dates for garden rectification.

Awaiting confirmation of start date now that the irrigation pressure valve work is complete.

Pruning/thinning in rear garden

This will happen at the same time as the above garden works.

Irrigation system pressure regulator

Irrigation regulators have now been changed (completed on 13<sup>th</sup> November, they just need to be balanced correctly by All Seasons which will take place this week.

## **Pest Control**

Monitor and investigate alternative pigeon control measures on South Tower rooftop

Quote has been received for baiting of pigeons on both roof tops. Quote has been forwarded to EC for review.

## **Hydraulics**

WaterTight work order for repairs to leaking valve

Water tight awaiting workorder from Vantage

## **Cleaning**

Confirm cleaning/pest control schedule for windows

Both contractors awaiting workorders from Vantage.

Works will be requested to start in February/March for pest control and window clean respectively.

## **Basement and Carpark**

Remove stored items, and notify strata of large items of value.

Being monitored this month following the carpark clean. Additional notices will be placed ahead of the Christmas period.

## **Refuse Areas**

Waste chute cleaning and maintenance work orders.

Both Douglas Wright and WasTech awaiting work orders from Vantage.

Repairs to waste chute in NL12

Complete. Gas strut had disconnected from ball joint, we sorted it out.

## **Point Facilities Solutions**

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## Addendum 2

<b>PROPOSED TERM DEPOSITS AS AT JANUARY 2024</b>				
	<b>Investment</b>	<b>Maturity date</b>	<b>Proposed period</b>	<b>Proposed maturity date</b>
<b>ADMIN FUND INVESTMENTS</b>				
<b>TD01</b>	\$205,706.33 + interest	matures 11/12/23	Invest for 3 months on maturity	11/03/2024
<b>TD03</b>	\$100,000	29/12/2023	Reinvest for 4 months on maturity	29/04/2024
<b>TD05</b>	\$15,000	new account	Create in mid-November and invest for 3 months	15/02/2024

<b>SINKING FUND INVESTMENTS</b>				
<b>TD02</b>	\$35,000 + interest.	16/11/2023	Invest at best term / rate (3 to 4 months)	
<b>TD04</b>	\$45,000 + interest + levies	29/12/2023	Invest at best term / rate (3 to 4 months)	
<b>TD06</b>	\$201,915.99 + interest	new account	Create in mid-December and invest at best term / rate (3 to 4 months)	

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## Addendum 3

### EC Priorities for 2023-24

EC Meeting Item	Date
Review AGM outcomes and priorities for 2023-24	November 2023
Update and registration of OC Rules	November 2023
Meeting schedule for 2024	December 2023
Lobby ACT Government re EV charging stations	December
Renew 3-year lift management contract	January 2024
Formal review of Strata Manager contract	April
Review of current Sinking Fund plan	July
Building Insurance: decide proposed position on excess	July
Building Insurance: select preferred broker	July/August
Building Insurance: obtain new building valuation	July/August
Facilities Manager – request updated contract	July/August
Contracts and service agreements – update for 2024-25 Admin Budget	August
New Fire Safety Review Certificate	August
Draft of 2024-25 Admin Budget	August
Draft of AGM Agenda Packs	August/Sept
Building Insurance: 12-month quotes	5 September
Annual Maintenance Plan (with Point FS)	September
EC initiatives in 2023-24	end September
Finalise/close 2023-24 financial accounts	30 September
2023-24 financial accounts to Auditor	1 October
Insurance contract renewed from	5 October
New Certificate of Currency	5 October
Finalise 6 <sup>th</sup> AGM agenda and motions	8 October

15 November 2023

# Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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## Balance Sheet - U/Plan 4787 "THE IVY WODEN" 15 IRVING STREET, PHILLIP, ACT 2606 For the Financial Period 01/10/2023 to 10/11/2023

### Consolidated

	Administrative	Sinking	TOTAL THIS YEAR
<b>Assets</b>			
Cash At Bank			
The Owners Unit Plan 4787	\$138,323.81	\$5,434.78	\$143,758.59
<i>Macquarie Bank BSB: 182-266 Acc No: 217153303</i>			
Unit Plan 4787 TD01	\$205,706.33	\$201,915.99	\$407,622.32
<i>Macquarie Bank BSB: 182-266 Acc No: 282658111</i>			
Unit Plan 4787 TD02	\$115,000.00	\$35,000.00	\$150,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 237788393</i>			
Unit Plan 4787 TD03	\$100,000.00	\$0.00	\$100,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 231559774</i>			
Unit Plan 4787 TD04	\$0.00	\$45,000.00	\$45,000.00
<i>Macquarie Bank BSB: 182-266 Acc No: 266077924</i>			
GST Paid	\$28,623.22	\$0.00	\$28,623.22
GST Unpaid	\$758.26	\$0.00	\$758.26
Receivable	\$12,006.56	\$1,724.28	\$13,730.84
<b>Total Assets</b>	<b>\$600,418.18</b>	<b>\$289,075.05</b>	<b>\$889,493.23</b>
<b>Liabilities</b>			
GST Collected	\$30,332.47	\$4,589.03	\$34,921.50
GST Uncollected	\$(1,839.88)	\$(177.78)	\$(2,017.66)
Levies Paid In Advance	\$31,895.53	\$3,679.76	\$35,575.29
Payable	\$8,340.76	\$0.00	\$8,340.76
<b>Total Liabilities</b>	<b>\$68,728.88</b>	<b>\$8,091.01</b>	<b>\$76,819.89</b>

# Vantage Strata Pty Ltd

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**Balance Sheet - U/Plan 4787**  
**"THE IVY WODEN"**  
**15 IRVING STREET, PHILLIP, ACT 2606**  
For the Financial Period 01/10/2023 to 10/11/2023

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**Consolidated**

	<b>Administrative</b>	<b>Sinking</b>	<b>TOTAL THIS YEAR</b>
<b>Liabilities (Continued)</b>			
<b>Net Assets</b>	<b>\$531,689.30</b>	<b>\$280,984.04</b>	<b>\$812,673.34</b>
<b>Owners Funds</b>			
Opening Balance	\$542,297.30	\$280,972.77	\$823,270.07
Net Income For The Period	\$(10,608.00)	\$11.27	\$(10,596.73)
<b>Total Owners Funds</b>	<b>\$531,689.30</b>	<b>\$280,984.04</b>	<b>\$812,673.34</b>

**Income and Expenditure Statement - U/Plan 4787**

**"THE IVY WODEN"**

**15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2023 to 10/11/2023

**Consolidated**

**Administrative Fund**

	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
<b>Income</b>			
Interest	\$60.83	\$0.00	\$1,383.08
Interest Investment Accounts Admin	\$0.00	\$0.00	\$1,706.33
Keys Remotes & Swipes	\$1,360.90	\$0.00	\$2,297.26
Levy Income Admin	\$0.00	\$1,140,742.63	\$1,070,832.56
<b>Total Administrative Fund Income</b>	<b>\$1,421.73</b>	<b>\$1,140,742.63</b>	<b>\$1,076,219.23</b>

**Expenses**

Audit Fees	\$2,600.00	\$2,500.00	\$2,360.00
BAS & Tax Preparation	\$210.00	\$630.00	\$675.00
Bank Charges	\$0.00	\$0.00	\$(3.22)
Banking, Software & Infrastructure	\$78.39	\$315.00	\$288.75
Bin Lifter / Hoist - Contract	\$0.00	\$2,540.00	\$3,270.60
Building Improvements	\$0.00	\$25,000.00	\$21,483.32
BuildingLink	\$0.00	\$6,696.00	\$6,696.00
Capital Equipment Acquisitions - Admin	\$0.00	\$15,000.00	\$15,000.00
Cleaning - Bin Chutes	\$0.00	\$3,780.00	\$1,800.00
Cleaning - Bins	\$23.58	\$6,680.00	\$6,572.60
Cleaning - Carpark	\$0.00	\$3,720.00	\$4,450.00
Cleaning - Carpets	\$0.00	\$6,710.00	\$5,151.36
Cleaning - Contract	\$(15,344.00)	\$173,250.00	\$169,684.04
Cleaning - General	\$0.00	\$7,170.00	\$6,142.14
Cleaning - Windows	\$0.00	\$20,340.00	\$19,478.50
Cleaning Supplies	\$0.00	\$3,700.00	\$3,386.50
Consumables	\$346.34	\$7,600.00	\$4,743.97
Contingency	\$0.00	\$88,946.48	\$54,158.10
Contractor Compliance Fee	\$0.00	\$90.00	\$87.00
Debt Recovery	\$(550.00)	\$0.00	\$0.00
Doors Glass - Contract	\$0.00	\$245.00	\$0.00
Electrical - Maint. Contract	\$0.00	\$5,280.00	\$4,780.00
Electricity	\$(12,000.00)	\$140,200.00	\$131,731.74
Facilities Management Services	\$16,921.68	\$114,010.00	\$101,117.34
Fire - Maintenance Contract	\$1,055.08	\$11,740.00	\$12,660.96
Fire - Monitoring	\$2,000.00	\$2,340.00	\$2,205.00
Fire - Passive Maintenance Contract	\$0.00	\$9,025.00	\$0.00
Fire - Repairs & Replacement	\$0.00	\$0.00	\$8,515.00
Furniture	\$0.00	\$10,720.00	\$0.00

**Income and Expenditure Statement - U/Plan 4787****"THE IVY WODEN"****15 IRVING STREET, PHILLIP, ACT 2606**

For the Financial Period 01/10/2023 to 10/11/2023

**Consolidated****Administrative Fund**

	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
Garbage Chute - Maint. Contract	\$0.00	\$5,100.00	\$2,700.00
Gardening - Contract	\$0.00	\$18,320.00	\$17,384.16
Gardening - Irrigation	\$400.00	\$14,000.00	\$0.00
Gardening - Maintenance Other	\$0.00	\$0.00	\$400.00
Gardening - Materials	\$0.00	\$3,370.00	\$0.00
Gardening - Plants and Trees	\$0.00	\$7,500.00	\$0.00
Gas Usage	\$(272.55)	\$136,580.00	\$9,237.33
Gym - Contract	\$0.00	\$3,000.00	\$2,850.00
Gym - Equipment	\$0.00	\$500.00	\$108.91
HVAC - Contract	\$3,120.00	\$12,730.00	\$12,480.00
Height Safety Certification	\$0.00	\$1,327.00	\$1,250.00
Hot Water Supply	\$300.82	\$1,600.00	\$1,120.75
IT Charges	\$0.00	\$6,400.00	\$984.00
Income Tax Payable - Admin	\$791.70	\$0.00	\$0.00
Insurance Excess Payments	\$0.00	\$0.00	\$90.91
Insurance Payouts	\$1,350.00	\$0.00	\$0.00
Insurance Premium	\$0.00	\$120,000.00	\$99,226.06
Keys, Remotes & Swipes	\$0.00	\$0.00	\$(2,224.31)
Legal Fees Arrears Recoveries	\$(90.00)	\$0.00	\$(30.00)
Lifts - Maint. Contract	\$0.00	\$28,240.00	\$26,137.00
Lifts - Repairs & Maint.	\$0.00	\$6,000.00	\$5,665.00
Management Fees (Schedule B)	\$0.00	\$0.00	\$590.00
Management Fees - Strata	\$22,565.25	\$96,488.00	\$81,956.25
Other Expenses	\$0.00	\$3,000.00	\$2,440.90
Pest Control	\$0.00	\$10,520.00	\$1,850.00
Plumbing - Maint. Contract	\$793.22	\$4,480.00	\$4,588.65
Pool -Contract	\$825.00	\$22,240.00	\$22,277.81
R & M CCTV	\$0.00	\$2,000.00	\$0.00
R & M Doors	\$0.00	\$0.00	\$400.00
R & M Electrical	\$0.00	\$22,040.00	\$15,996.00
R & M Equipment	\$201.64	\$630.00	\$595.00
R & M Garage	\$0.00	\$1,470.00	\$1,676.82
R & M General	\$339.95	\$3,130.00	\$3,007.03
R & M Painting	\$0.00	\$11,485.00	\$0.00
R & M Plumbing	\$927.27	\$10,000.00	\$14,943.31
R & M Pool	\$0.00	\$18,390.00	\$25,755.25
R & M Roof	\$0.00	\$11,000.00	\$27,509.78
R & M Sumps & Pumps	\$0.00	\$3,000.00	\$0.00
R & M Upgrades and Replacements	\$0.00	\$0.00	\$11,847.92

# Vantage Strata Pty Ltd

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## Income and Expenditure Statement - U/Plan 4787

### "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 10/11/2023

#### Consolidated

#### Administrative Fund

	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
R&M Comm. Equipment	\$0.00	\$5,682.00	\$0.00
Reports - Consultants	\$0.00	\$5,000.00	\$7,090.90
Reports - Insurance Valuation	\$0.00	\$2,400.00	\$4,103.64
Room Hire	\$436.36	\$795.00	\$700.00
Security & Access System	\$0.00	\$20,820.00	\$0.00
Security General	\$0.00	\$0.00	\$4,651.80
Signage	\$0.00	\$0.00	\$860.20
Waste & Recycling Bins	\$0.00	\$146.00	\$0.00
Water Usage	\$(15,000.00)	\$72,000.00	\$59,104.82
<b>Total Administrative Fund Expenses</b>	<b>\$12,029.73</b>	<b>\$1,359,610.48</b>	<b>\$1,055,760.59</b>
<b>Administrative Fund Surplus/Deficit</b>	<b>\$(10,608.00)</b>	<b>\$(218,867.85)</b>	<b>\$20,458.64</b>

# Vantage Strata Pty Ltd

Level 4, DKS No 2., 23 Challis Street DICKSON ACT 2602 ABN: 79602359482

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Printed: 10/11/2023 03:30 pm User: Wani Ghani

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## Income and Expenditure Statement - U/Plan 4787

### "THE IVY WODEN"

15 IRVING STREET, PHILLIP, ACT 2606

For the Financial Period 01/10/2023 to 10/11/2023

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	<b>Consolidated</b>		
<b>Sinking Fund</b>	<b>TOTAL THIS YEAR</b>	<b>This Year Budget</b>	<b>Last Year Actual</b>
<b>Income</b>			
Interest	\$11.27	\$0.00	\$215.48
Interest Investment Accounts Sinking	\$0.00	\$0.00	\$5,915.99
Levy Income Sinking	\$0.00	\$243,079.00	\$162,239.68
<b>Total Sinking Fund Income</b>	<b>\$11.27</b>	<b>\$243,079.00</b>	<b>\$168,371.15</b>
<b>Expenses</b>			
<b>Total Sinking Fund Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Sinking Fund Surplus/Deficit</b>	<b>\$11.27</b>	<b>\$243,079.00</b>	<b>\$168,371.15</b>

Inv Date	Supplier	Inv Number	Inv Description	Inv Amoun	GL Code
25/08/2023	GymQuip Fitness	INV-10138	Circle E-Series Batteries	\$119.80	RGYMEQUIP   R & M Gym Equipment
23/10/2023	Water Tight - ACT	28726	After hours callout - Gas c	\$810.00	RMPLUMB-AD   R & M Plumbing
24/10/2023	Johnson Controls Australia P/L	1030352	2023-24 Fire Monitoring	\$2,200.00	FIREMON   Fire - Monitoring
25/10/2023	Abode Woden	1009790	AGM 01/11/23	\$480.00	ROOMH   Room Hire
27/10/2023	All Seasons Horticultural	INV-24437	October 2023 - service co	\$1,593.55	GARDCO-AD   Gardening - Contract
31/10/2023	Collection Corp of Aust	438542	Lot 199*Demand Letter/F	\$77.00	LEGALARR   Legal Fees Arrears Recoveries
31/10/2023	Veolia 216952	55716292	October 2023 - Bin Rental	\$12.97	CLEANBINS   Cleaning - Bins
01/11/2023	Water Tight - ACT	INV-10123	November 2023 - service	\$436.27	PLMAINT-AD   Plumbing - Maint. Contract
02/11/2023	Point Facilities	INV-1162	November 2023 - service	\$9,306.92	FACMAN   Facilities Management Services



**UP 4787 - Owners Corporation Rules**  
**(As approved at the 5<sup>th</sup> AGM on 1 November 2023)**

**1. Definitions**

a) In these rules:

**executive committee representative** means a person authorised in writing by the Executive Committee under rule 11(d).

**owner, occupier, or user**, of a unit, includes an invitee or licensee of an owner, occupier or user of a unit.

**balustrade** means the entire structure enclosing the outer boundary of a unit balcony comprising glass barrier, stanchions and fastenings and the outer boundary wall of a ground floor unit courtyard.

**common property** means any area not included within an individual unit entitlement and includes:

- basement garages;
- 'bocce' court;
- children's play area;
- common corridors;
- garden beds;
- driveways;
- entryways;
- footpaths;
- foyers
- grassed areas;
- gymnasiums;
- indoor or outdoor pool areas;
- planter pots;
- sauna;
- security cameras and other security infrastructure; and
- the Wellness Centre including the yoga space.

**pet owner** means an owner or occupier who keeps an animal in the unit in accordance with rules 5 or 5A.

**party wall** means a common wall adjoining two units or a unit and common property.

**the Act** means the *Unit Titles Management Act 2011 (ACT)*.

b) A word or expression in the Act has the same meaning in these rules.

**2. Payment of rates and taxes by unit owners**

a) A unit owner must pay all levies, rates, taxes and any other amount payable for the unit.

**3. Repairs and maintenance**

a) A unit owner must ensure that the unit is in a state of good repair.

b) A unit owner must carry out any work in relation to the unit, and do anything else in relation to the unit, that is required by a territory law.



#### **4. Alterations and erections**

- a) A unit owner may erect or alter any structure in or on the unit or the common property only.
  - i. with the express permission of the Executive Committee by ordinary resolution; and
  - ii. in accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).

Note: An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see Legislation Act, s 126 and s 132).

- b) Permission may be given subject to conditions stated in the resolution.
- c) Windscreens. Any modification or alteration to any windscreens installed as part of a unit entitlement are not permitted without consultation with an appropriate design consultant and with the permission of the Executive Committee of the owner's corporation.
- d) Screen Doors. Screen doors are not permitted on front doors of units, as the front doors are fire doors and installation of screen doors would be in breach of the fire regulations.
- e) Party Walls. Party walls cannot be tampered with to ensure their integrity is maintained and the fire rating, acoustic and thermal performance is not degraded.

#### **5. Pets in units**

- a) A unit owner or occupier (the pet owner) may keep an animal, or permit an animal to be kept, within the unit if—
  - i. the total number of animals kept within the unit (other than birds in a cage or fish in an aquarium) is not more than three (3); and
  - ii. the pet owner ensures that the animal is appropriately supervised when the animal is on the common property; and
  - iii. the pet owner keeps the animal secure so that it cannot escape the unit unsupervised; and
  - iv. the pet owner cleans any area of the units plan that is soiled by the animal; and
  - v. the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety.
- b) The pet owner must, within 14 days of the day the animal is first kept within the unit, tell the owners corporation, in writing, that the animal is being kept within the unit.

#### **5A. Assistance animals**

The owners corporation may require a person who keeps an assistance animal to produce evidence that the animal is an assistance animal. Such evidence is to be provided to the Executive Committee on behalf of the owners corporation.

#### **6. Use of common property**

A unit owner or occupier must not use the common property, or permit it to be used, to interfere unreasonably with the use and enjoyment of the common property by an owner, occupier or user of another unit.



## **7. Hazardous use of unit**

- a) A unit owner or occupier must not use the unit, or permit it to be used, so as to cause a hazard to an owner, occupier or user of another unit.

## **8. Use of unit—nuisance or annoyance**

- a) A unit owner or occupier must not use the unit, or permit it to be used, in a way that causes a nuisance or substantial annoyance to an owner, occupier or user of another unit.
- b) This rule does not apply to a use of a unit if the Executive Committee has given an owner, occupier or user of the unit written permission for that use.
- c) Permission may be given subject to stated conditions.
- d) Permission may be withdrawn by special resolution of the owners corporation.

## **9. Noise**

- a) A unit owner or occupier must not make, or permit to be made, such a noise within the unit as might (in the circumstances) be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit.
- b) This rule does not apply to the making of a noise if the Executive Committee has given the person responsible for making the noise written permission to do so.
- c) Permission may be given subject to stated conditions.
- d) Permission may be withdrawn by special resolution of the owners corporation.

## **10. Illegal use of unit**

- a) a. A unit owner or occupier must not use the unit, or permit it to be used, to contravene a law in force in the ACT.

## **11. What may an Executive Committee representative do?**

- a) An Executive Committee representative may do any of the following in relation to a unit at all reasonable times:
  - i. if the committee has reasonable grounds for suspecting that there is a breach of the Act or these rules in relation to a unit— inspect the unit to investigate the breach;
  - ii. carry out any maintenance required under the Act or these rules;
  - iii. do anything else the owners corporation is required to do under the Act or these rules.
- b) An Executive Committee representative may enter a unit and remain in the unit for as long as is necessary to do something mentioned in subrule 11 (a).



- c) An Executive Committee representative is not authorised to do anything in relation to a unit mentioned in subrule 11 (a) unless—
  - i. the Executive Committee or the representative has given the owner, occupier or user of the unit reasonable notice of his or her intention to do the thing; or
  - ii. in an emergency, it is essential that it be done without notice.
- d) The Executive Committee may give a written authority to a person to represent the corporation under this rule.

## **12. Executive Committee Governance Arrangements**

As part of their induction process, the minutes of their first meeting will record that each new member of the Executive Committee understands the requirements of the Code of Conduct in Part 1.1, Schedule 1 of the Unit Titles (Management) Act 2011, and they have agreed to adhere to the following governance principles:

### **Role of the Executive Committee**

- a) The Executive Committee will act as a facilitator and day-to-day decision-maker for the Ivy Owners Corporation.
  - i. The Executive Committee is not able to take decisions unless it is granted authority by the Ivy Owners Corporation at an annual or special general meeting.
  - ii. The Executive Committee does not have an enforcement role unless empowered to do so by the Unit Titles (Management) Act 2011 or by authority arising from a decision of the Ivy Owners Corporation at an annual or special general meeting.
  - iii. The Executive Committee must keep proper records and minutes of all decisions taken. These records are to be made available to owners in a timely fashion and retained in accordance with prevailing legislation and regulation.

### **Position on issues**

- b) The Executive Committee does not have a public position on matters unless this is the will of the Ivy Owners Corporation as expressed at an annual or special general meeting.
  - i. The Committee position must reflect that of the Owners Corporation and will not be based on its own agenda.
  - ii. The Executive Committee must seek to address the issues and priorities identified by the Ivy Owners Corporation.
  - iii. The Executive Committee should seek to clarify those responsibilities that fall to owners as members of the Ivy Owners Corporation (for example, those that relate to Common Property) and those matters that remain the responsibility of individual owners.

### **General Meetings**

- c) A principal function of the Executive Committee is to prepare for annual or special general meetings of the Ivy Owners Corporation and to implement agreed outcomes. The Executive Committee shall:
  - i. ensure owners know, in advance, what the likely issues are, the proposed outcome and the decision-making process undertaken to arrive at the Executive Committee position;
  - ii. encourage owners to voice their opinions and raise matters for consideration by the Executive Committee in finalising preparations; and
  - iii. establish and facilitate processes that permit owners to make proposals and suggestions for consideration at meetings of the Ivy Owners Corporation.



### **Consultation**

- d) The Executive Committee shall maintain an “Owners Engagement Plan” to ensure owners are aware of matters affecting their interests as members of the Ivy Owners Corporation.
  - i. Regular information should be made available to owners by way of emails, newsletters, information boards, town hall meetings and circulars to letter boxes.

### **13. Smoking**

- a) An owner, occupier or guest must not smoke tobacco products or e-cigarettes, or allow any other person to smoke, on the common property including all vehicle parking levels, the ground floor and basements, in the gymnasiums, the enclosed pool zones (including BBQ area, the indoor or outdoor swimming pools, spa and sauna), residential level corridors and access passageways and fire stairways.
- b) If a unit owner or occupier smokes in their unit, including on the unit balcony, they must ensure that this does not cause a nuisance to any other unit occupier and they dispose of cigarette butts in an appropriate manner and in such a way as to not pose fire or other health and safety hazards.
- c) To avoid doubt, cigarette butts are never to be disposed of by
  - i. throwing from balconies; or
  - ii. being discarded in any common property area.

### **14. Balconies and terraces**

- a) All courtyards and balconies are always to be kept in a neat and tidy condition.
- b) The use of loose glass-tops and light-weight sheets or covers (including loose BBQ lids) are not appropriate on the high-rise outdoor terraces and balconies. The use of lightweight furniture or other items is prohibited unless it is securely attached to the balcony or terrace floor slab.
- c) Due to the high-wind conditions experienced in the area of Ivy, under no circumstances is anything to be left hanging over the balcony balustrades.

### **15. Storage in basements**

- a) Unit owners and occupiers are not permitted to use their car space as storage and all items are to be stored in their designated storage cages.
- b) Unit owners and occupiers whose unit entitlement includes a garage secured by a roller door are permitted to secure items in the unit garage.
- c) Further to this, all items owned and stored within the storage cages or garages are to be secured in a way that no items may spill out onto the Common Property.

### **16. Use of common property**

- a) Common property is provided for the use of owners, occupiers and their bona fide guests. These areas are not for general public use.
- 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.
- c) Users of the common property areas are expected to respect the community atmosphere engendered by these areas and keep them clean and tidy, and to minimise risk to health and safety.



- d) Subject to any restrictions imposed by the Executive Committee from time to time:
  - i. The Outdoor Pool/BBQ area is open for 24-hour use and is subject to the rules relating to nuisance and noise.
  - ii. The Indoor Pool/Spa and sauna will be open for 24-hour use and is subject to the rules relating to nuisance and noise.
  - iii. The cardio and weights gymnasiums are open for 24-hour use subject to the rules relating to nuisance and noise.
  - iv. Due to the significant health and safety risk and danger to pool filtering and pumping equipment, glass is not permitted within the outdoor pool area bounded by the pool fencing, within the indoor pool and spa facility or in the sauna.
  - v. Owners and occupiers must use the BBQ, gymnasium and pool areas in a safe manner and ensure that they comply with all ACT Health and Safety Legislative requirements that apply to the use of these facilities.
  - vi. At all times, owners and occupiers must ensure they are suitably clothed and behaving in a manner not likely to offend other owners and occupiers or their bona fide guests in any common property areas.
- e) The Executive Committee will not unreasonably impose restrictions on the use of the facilities listed above.
- f) Common property cannot be reserved in any way that imposes or implies an exclusive right of use by an owner or occupier or group of owners or occupiers.
- g) Use of facilities must not prevent other owners or occupiers from sharing those facilities. Common sense, courtesy, cooperation and flexibility should be applied at all times.
- h) Owners, occupiers and bona fide guests must not interfere with, cover, damage, obstruct or otherwise alter security cameras and/or other security infrastructure.
- i) The Executive Committee may issue guidelines on the use of common property decided by ordinary resolution. Any guidelines will be made available to all owners.

## **17. Common Property Parking**

- a) There is no provision for visitor parking on Ivy common property for any purpose other than pick-up and drop-off/set-down.
- b) All residents and their visitors are to park in the car parking space(s) allocated to their unit. If any resident requires a vehicle to be parked on the Common Property, permission must be sought from the Building Manager.
- c) Owners, occupiers must comply with all parking conditions and signage. Failure to do so, or to ensure guests do so, may result in action by the Owners Corporation to enforce this rule including:
  - i. Engagement, by the Executive Committee, of private parking contractors to issue fines;
  - ii. Attachment of adhesive reminder notices to non-compliant vehicles;
  - iii. Wheel clamping; or
  - iv. Towing of non-compliant vehicles at the owner's expense.
- d) Limited numbers of temporary parking passes for contractors, tradespeople and other purposes will be made available by request to the Building Manager. Passes are limited in number and for short-term parking only and must be returned to the Building Manager promptly when the requirement for temporary parking on common property ceases.



## **18. Window Furnishings**

- a) If any unit owner and/or occupier installs window and/or sliding door coverings to any external window and/or door, they must be installed on the inside of the window and/or door. All window and/or sliding door coverings must match the existing aesthetics of the building and must be approved by the Executive Committee. Hanging of sheets on windows and/or door coverings is not considered to be in keeping with the existing aesthetic of Ivy and is not permitted.

## **19. Bocce Area Restrictions**

- a) Any game/activity which might result in a direct impact/force down upon the artificial synthetic surface is not permitted due to the risk of damage to the subsurface.

## **20. Insurance**

- a) Pursuant to the requirements of the Unit Titles (Management) Act 2011, the Owners Corporation must hold Building insurance for all defined parts of the buildings in UP4787 as well as Public Liability insurance over common property and Office Bearers' legal liability cover.
  - i. The coverage provided by all components of this Building insurance policy should reflect current market conditions and not result in reduced benefits either to individual owners or to the owners corporation.
- b) Only the Strata Manager can submit a claim to the building insurer. The building insurer will determine whether the claim is valid.
  - i. If the Strata Manager submits a successful claim on behalf of the owners corporation, the owners corporation pays the excess specified in the insurance policy.
- c) An owner wishing to make a claim against the building insurance policy must contact the Strata Manager to request they submit a claim on their behalf.
  - i. If the claim is successful, the owner is required to pay the excess specified in the insurance policy.

## **21. Ban on Private Use of Common Power**

- a) The 240V single GPOs installed in enclosed garages must be used only for their intended purpose of powering the garage door openers.
- b) They must not to be used to charge electric vehicles or to power other electrical appliances such as machines, mobility or E-scooters, E-bicycles, fridges, freezers etc.
- c) Owners found in breach of sub-rule 21 (b) will be charged \$120 per incident (regardless of actual consumption).



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

**Venue:** 78/15 Irving Street, Phillip / Microsoft Teams

**Date:** Thursday, 3 October 2024

**Time:** 10.10 am

### 1. MEETING FORMALITIES

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#### 1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Paul Stanton, Carol van Gelder, Tristan Veurink (Strata Manager).

Apologies: Donna Macpherson, Eva Wadie.

#### 1.2. Conflicts of Interest. None identified.

#### 1.3. Previous Meeting Minutes.

The minutes of the EC Meeting held on Thursday, 19 September 2024, were confirmed.

### 2. BUILDING & FACILITIES MANAGEMENT

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#### 2.1. Building Condition Report. 30 Sept 2024 – 90%. Available on BuildingLink.

### 3. TREASURER'S REPORT AND LEVY SITUATION

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#### UP4787 Financial Statement as of 30 Sep 2024.

The Treasurer notes that our expenditure and financial accounts have been carefully managed in 2023/24 with a projected net surplus of **\$78,658.30**. The actual surplus will be confirmed by the auditor. Most of the surplus resulted from the underspend in the 5% contingency and 2% Ivy improvement budget line items. The Committee limited expenditure in these line items as we were conscious that significant funds would be needed in 2024-25 to offset the projected cost of the six-year structural warranty assessment & defect report (\$60,000 to \$80,000) and the five-year mandatory service of the Ivy fire system equipment (\$44,030).

#### 3.1. Overall Financial Position (assets less liabilities). Total owners' funds = \$1,166,358.00

- Admin fund = \$620,955.60
- Sinking fund = \$545,402.40

#### 3.2. Cash Accounts. Total cash at bank = \$1,002,524.33

- Admin fund = \$545,475.77
- Sinking fund = \$457,048.56

**3.3. Investment Accounts.** Total funds invested = \$213,128.11 (see **Addendum 1.1**)

- Admin fund accounts = \$124,879.19
- Sinking fund accounts = \$88,248.92

**3.4. Total interest earned 2023/24** – Investment accounts: \$33,093.74

- Admin fund accounts = \$18,388.34
- Sinking fund accounts = \$14,705.40

**3.5. Investment activity.** The following investment activity has been completed since the Committee’s meeting on 19 September 2024 (see **Addendum 1.1**):

- TDO4 – The Sinking Fund account was closed on maturity (23 Sept). Funds of \$163,433.03 (plus \$1915.32 interest) were paid into the Owners Unit Plan 4787 account held with Macquarie Bank.
- TDO3 – The Admin Fund account was closed on maturity (25 Sept). Funds of \$183,454.08 (plus \$2,149.96 interest) were paid into the Owners Unit Plan 4787 account held with Macquarie Bank.

**3.6. Financial decisions.**

3.6.1 At its meeting on 19 September, the Committee instructed Vantage Strata as follows:

- TDO2 – The Sinking Fund account to be closed on maturity (11 Nov). Funds of \$88,248.92 (plus interest) are to be transferred to the Owners Unit Plan 4787 account that will be established by Bright & Duggan.
- TDO5 – The Admin Fund account to be closed on maturity (11 Nov). Funds of \$124,879.19 (plus interest) are to be transferred to the Owners Unit Plan 4787 account that will be established by Bright & Duggan.

3.6.2 The Committee instructs Bright & Duggan as follows:

- **Administrative Fund** – to open a new investment account with Macquarie Bank on or around 8 October 2024 investing **\$160,000 for 3 months** at the best available interest rate.
- **Administrative Fund** - to open a new investment account with Macquarie Bank in mid-November 2024 (after TD05 matures) investing for **\$160,000 for 3 months** at the best available interest rate.
  - Note: a third Administrative Fund investment account will be opened in mid-December to invest available Administrative funds.
- **Sinking Fund** – to open a new investment account with Macquarie Bank on or around 8 October 2024 investing **\$450,000 for 12 months** at the best available interest rate.
- **Sinking Fund** – to open a new investment account with Macquarie Bank in mid-November 2024 (after TD02 matures) investing **remaining Sinking funds for 3 months** at the best available interest rate.
  - Note: a third Sinking Fund investment account will be opened in early January 2025 to invest available Sinking funds.

**3.7. Building Improvement fund (see Addendum 1.2).**

- 2% budget allocation: **\$25,413.28**
  - Total expenditure (year to date): **\$6,383.21**
  - Remaining allocation: **\$19,030.07**.

### 3.8. Contingency Fund (see Addendum 1.3).

- 5% budget allocation: **\$63,533.20**
  - Total expenditure (year to date): **\$12,405.97**
  - Remaining allocation: **\$51,127.23**

### 3.9. Levy Arrears (as of 30/09/2024) = \$41,039.42 (GST Incl).

- 15 owners have arrears greater than \$1,000.
- 5 owners have arrears less than \$100.

#### 3.9.1 Units of specific concern:

- **Unit 175 - Total arrears = \$8,184.74**
  - The ACAT hearing for 175/15 Irving St, Phillip was held on 23/08/24. Judgement entered against the owner. The Member made orders and awarded all levies, interest and expenses (pursuant to section 31 SSMA 2011) sought. \$4,621.77 plus all costs (additional levies overdue more than 120 days).
  - On 10/09/24, the debtor tried to have the judgement set aside but failed. Judgement was entered again for an updated amount accounting for extra interest – total \$4,634. The member also made an instalment Order of \$200 per fortnight 1<sup>st</sup> payment on or before 28/9/2024. The Committee remains concerned because, with this instalment plan, the owner will take 20 months to repay the arrears and there is no accounting for over \$6,000 of new levies which will be issued in this period.
- **Unit 253 – Total arrears = \$9,049.17**
  - The ACAT hearing for 253/15 Irving St, Phillip was held on 16/08/24. Judgement entered against the owners. The Member made orders and awarded all levies (overdue more than 120 days), interest and expenses: \$4,949.85, plus all costs sought. The ACAT Orders will be registered in the Magistrates Court and then served on the debtor as required by legislation.
  - Seven (7) days after service, enforcement action can be taken in the A.C.T. Magistrates Court to recover the debt. Options included garnisheeing wages, bank accounts, rent and any other money owed to the debtor AND issuing a Writ of Execution for the Sheriff to visit the debtor to demand payment and seize assets to sell.

## 4. MATTERS FOR DECISION

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### 4.1. Annual General Meeting – 31 October

The draft AGM Agenda and Motions Pack was circulated to EC members on 23 September.

**4.1.1 Matters for Decision.** The Committee considered each item and motion on the AGM Agenda, with the following decisions taken unanimously:

- Item 2 – Draft Chairperson’s Report – approved.
- Item 5 – Draft Treasurer’s Report - approved.
- Item 7 – SMA. 12-month Agreement (and two annexes) – approved, noting there will be an EC review in mid-2025 with the expectation this Agreement will roll-over for another 2 years (with zero price increases).
- Item 8 – FMA. 3-year agreement (with two annexes) - approved.

- Item 9 – The 2024-25 Admin Budget of \$1,404,303 (ex GST) - approved. The Committee thanked the Treasurer for all her hard work.
- Items 10 – On the Treasurer's recommendation, the Committee approved funding of the following three expenditure items from cash reserves in 2024-25:
  - Previously accrued expenses (Origin gas, spa heater and pool furniture - \$88,887).
  - Two new expenditure items, subject to AGM approval (Structural warranty report up to \$80,000 and Pool umbrella proposal up to \$20,000).
  - Expenditures from the 2% Ivy Improvement Fund (up to \$26,319).
 Deducting these 3 items from cash reserves, the required Admin Fund levy income in 2024-25 is \$1,189,167 (ex GST) and \$1,308,084 (incl. GST) – approved.
- Item 11 – Sinking Fund. Owners levy contributions for 2024-25 are as approved at the 5<sup>th</sup> AGM for Report Year 2 (\$330,756 incl. GST).
  - The Committee agreed not to undertake a Review of the Sinking Fund Plan in 2024-25.
  - The Committee noted the suggestion at the Town Hall on 25 September that there be a threshold above which excess Admin Funds may be transferred into the Sinking Fund at the end of each financial year and agreed to add a motion to this agenda item.
- Item 12 – Structural Defects Report. The Committee agreed at least two of the six quotes obtained were excessive, given the quality of the Ivy build and the high level of building maintenance at the Ivy. Further advice is need from the FM and SM to narrow down the remaining four (which range up to \$80,000). The Committee agreed to recommend to the AGM that funding for this 6-year warranty assessment go forward in the first half of 2025 (Items 9 and 10), as it is of critical importance.
- Item 13 – EC Wellness Room. The Committee agreed to put forward this Proposal, to be funded from the 2% Improvement Fund (up to \$20,000 ex GST).
- Item 14 – Pool Umbrellas – The Committee agreed to put forward this Owner Proposal, to be funded from cash reserves (up to \$20,000 ex GST).
- Item 15 – Maintenance Plan – The Maintenance Plan for 2025 was approved, noting this will be regularly updated at 4-monthly planning sessions with the FM.
- Item 18 – Remote Control audit – The Committee agreed to proceed in February-April 2025, noting OC authority is required to cancel the remotes not accounted for.

**4.1.2 Owners Corporation Rules (items 19-24).** A marked-up copy of the proposed OC Rule changes was provided to owners on 21 September and discussed at the Town Hall on 25 September. Only one comment was received.

The Committee agreed each of the following Rule changes should proceed, with a marked-up copy included in the Agenda Pack.

- Alterations and erections (Rule 4).
- Pets in units (Rule 5).
- Common property parking (Rule 17)
- Insurance (Rule 20).
- Moving in and out (New Rule 22)
- Pool Area and Umbrellas (New Rule 23) – the umbrella component being subject to the owner Improvement Proposal at Item 14 being accepted at the AGM.

**4.1.3 AGM Preparations.** Tristan Veurink advised he will be on leave at the date of the AGM but confirmed Melissa Li will attend in his absence. Tristan agreed to arrange a meeting at Bright & Duggan with the Committee to bed down procedural arrangements for the AGM.

## 5. MATTERS FOR DISCUSSION

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**5.1. Transition to Bright & Duggan.** The 2-month Agreement was signed on 25 September. Bright & Duggan (Jack Stoker) has confirmed the transition from Vantage went smoothly on 30 September. The OC's bank accounts are being established with the Bank of Queensland and the transfer of OC funds is taking place.

Tristan advised new levy account numbers would be issued to owners from 14 October. Tristan agreed to circulate detailed advice to all owners, as those making progressive levy payments need to terminate those instructions and re-issue them when their new account details are known.

## 6. MATTERS FOR NOTING.

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**6.1. Annual General Meeting (AGM).** The confirmed date for the 6<sup>th</sup> AGM is **Thursday, 31 October 2024**, commencing at **5.30 pm**. Registration will commence from 5 pm.

Attendance can be **online (Microsoft Teams)** or in person at the **Hellenic Club (Apollo room)**. The timeline for the AGM is

- 10 Oct: Circulation of AGM agenda papers to all owners (last date possible).
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- 28 Nov: 28-day reduced quorum period expires.
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**6.3. South Tower Façade Leaks.** ABS Façade inspected the South Tower curtain wall and tested for water leaks on eight building levels. Milin arranged abseilers to attend 10/9 to carry out an inspection and flood test of the externals on each floor. Milin defects Manager also carried out internal flood tests throughout the month inside the subsills on the affected floors. Water found in level 8 following the tests, although no other floors presented any wet patches which leans Milin to think it is an exterior sealing issue between the window set and precast concrete adjacent.

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Milin and ABS Facades (the manufacturer/supplier of the stanchion posts) have been notified of this issue and have agreed to inspect one of the affected units. This is being arranged for next week.

**6.5. Outdoor Pool Heaters.** The Building Manager has turned on the outdoor pool heaters ahead of the Oct long weekend (5-7 Oct 24). The temperature is set at 27 degrees.

## 7. GENERAL BUSINESS

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**7.1.** None noted.

## 8. MEETING CLOSURE

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**8.1.** The meeting closed at 11.53 am.

## ADDENDUM 1

### 1.1 MACQUARIE BANK INVESTMENT ACCOUNTS as at 30/09/24

	Investment date	Interest rate	Period	Deposit amount	Maturity date
<b>ADMIN FUND</b>					
TD01	12/09/24	Closed			
TD03	25/09/24	Closed			
TD05	12/08/24	4.70%	3 months	\$124,879.19	11/11/24
				<b>\$124,879.19</b>	
<b>SINKING FUND</b>					
TDO2	12/08/24	4.70%	3 months	\$88,248.92	11/11/24
TDO4	25/09/24	Closed			
TDO6	12/09/24	Closed			
				<b>\$88,248.92</b>	

### 1.2 Building Improvement fund

- 2% of budget allocation - \$25,413.28
- Expenditure: \$6,383.21
- Remaining allocation: \$19,030.07

Date	Supplier	Items	Invoice (ex GST)	
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19/12/23	Amazon	Cushions and inserts	<b>\$421.33</b>	
19/12/23	Temple and Webster	Two foyer rugs	<b>\$998.00</b>	
22/02/24	Homemakers	Lamp table	<b>\$349.00</b>	
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9/8/2024	Capital lines & Signs	Driveway line marking & signs	<b>\$3,835.90</b>	
		<b>TOTAL</b>	<b>\$6,383.21</b>	<b>\$19,030.07</b>

### 1.3 Contingency Fund

- 5% of budget allocation - \$63,533.20
- Expenditure - \$12,405.97
- Remaining Allocation: \$51,127.23

Date	Supplier	INV Number	Service	Invoice (ex GST)	Remaining
					<b>\$63,533.20</b>
29/11/23	Point FS	Inv-1194	Repairs N11 ceiling water leak	<b>\$1,352.15</b>	
31/01/24	JP Paint n Plaster	46	U232 - water damage repair	<b>\$904.55</b>	
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### UP 4787 ACCRUALS 2023/24

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31/08/2024	Seda Services ACT	August 2024 - service contract	\$1,144.00
10/09/2024	Southwell Engineering	September 2024 - Service contract	\$601.59
02/09/2024	Total Pool Services	August 2024 - service contract	\$635.25
02/09/2024	Total Pool Services	August 2024 - pool chemicals	\$158.58
31/08/2024	Veolia 216952	August 2024 - bin rental	\$12.94
31/08/2024	Veolia 216952	August 2024 - bin rental	\$39.89
01/09/2024	WaterTight - ACT	September 2024 - service contract	\$452.63
20/09/2024	WaterTight - ACT	Investigate leaking in garage 206	\$471.50



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

**Venue:** 78/15 Irving Street, Phillip / Microsoft Teams

**Date:** Thursday, 3 October 2024

**Time:** 10.10 am

### 1. MEETING FORMALITIES

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#### 1.1. Attendance and Apologies.

Attendance: Don McLean (Chair), Julianne O'Brien (Treasurer), Kevin O'Brien (Secretary), Paul Stanton, Carol van Gelder, Tristan Veurink (Strata Manager).

Apologies: Donna Macpherson, Eva Wadie.

#### 1.2. Conflicts of Interest. None identified.

#### 1.3. Previous Meeting Minutes.

The minutes of the EC Meeting held on Thursday, 19 September 2024, were confirmed.

### 2. BUILDING & FACILITIES MANAGEMENT

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#### 2.1. Building Condition Report. 30 Sept 2024 – 90%. Available on BuildingLink.

### 3. TREASURER'S REPORT AND LEVY SITUATION

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#### UP4787 Financial Statement as of 30 Sep 2024.

The Treasurer notes that our expenditure and financial accounts have been carefully managed in 2023/24 with a projected net surplus of **\$78,658.30**. The actual surplus will be confirmed by the auditor. Most of the surplus resulted from the underspend in the 5% contingency and 2% Ivy improvement budget line items. The Committee limited expenditure in these line items as we were conscious that significant funds would be needed in 2024-25 to offset the projected cost of the six-year structural warranty assessment & defect report (\$60,000 to \$80,000) and the five-year mandatory service of the Ivy fire system equipment (\$44,030).

#### 3.1. Overall Financial Position (assets less liabilities). Total owners' funds = \$1,166,358.00

- Admin fund = \$620,955.60
- Sinking fund = \$545,402.40

#### 3.2. Cash Accounts. Total cash at bank = \$1,002,524.33

- Admin fund = \$545,475.77
- Sinking fund = \$457,048.56

**3.3. Investment Accounts.** Total funds invested = \$213,128.11 (see **Addendum 1.1**)

- Admin fund accounts = \$124,879.19
- Sinking fund accounts = \$88,248.92

**3.4. Total interest earned 2023/24** – Investment accounts: \$33,093.74

- Admin fund accounts = \$18,388.34
- Sinking fund accounts = \$14,705.40

**3.5. Investment activity.** The following investment activity has been completed since the Committee's meeting on 19 September 2024 (see **Addendum 1.1**):

- TDO4 – The Sinking Fund account was closed on maturity (23 Sept). Funds of \$163,433.03 (plus \$1915.32 interest) were paid into the Owners Unit Plan 4787 account held with Macquarie Bank.
- TDO3 – The Admin Fund account was closed on maturity (25 Sept). Funds of \$183,454.08 (plus \$2,149.96 interest) were paid into the Owners Unit Plan 4787 account held with Macquarie Bank.

**3.6. Financial decisions.**

3.6.1 At its meeting on 19 September, the Committee instructed Vantage Strata as follows:

- TDO2 – The Sinking Fund account to be closed on maturity (11 Nov). Funds of \$88,248.92 (plus interest) are to be transferred to the Owners Unit Plan 4787 account that will be established by Bright & Duggan.
- TDO5 – The Admin Fund account to be closed on maturity (11 Nov). Funds of \$124,879.19 (plus interest) are to be transferred to the Owners Unit Plan 4787 account that will be established by Bright & Duggan.

3.6.2 The Committee instructs Bright & Duggan as follows:

- **Administrative Fund** – to open a new investment account with Macquarie Bank on or around 8 October 2024 investing **\$160,000 for 3 months** at the best available interest rate.
- **Administrative Fund** - to open a new investment account with Macquarie Bank in mid-November 2024 (after TD05 matures) investing for **\$160,000 for 3 months** at the best available interest rate.
  - Note: a third Administrative Fund investment account will be opened in mid-December to invest available Administrative funds.
- **Sinking Fund** – to open a new investment account with Macquarie Bank on or around 8 October 2024 investing **\$450,000 for 12 months** at the best available interest rate.
- **Sinking Fund** – to open a new investment account with Macquarie Bank in mid-November 2024 (after TD02 matures) investing **remaining Sinking funds for 3 months** at the best available interest rate.
  - Note: a third Sinking Fund investment account will be opened in early January 2025 to invest available Sinking funds.

**3.7. Building Improvement fund (see Addendum 1.2).**

- 2% budget allocation: **\$25,413.28**
  - Total expenditure (year to date): **\$6,383.21**
  - Remaining allocation: **\$19,030.07**.

### 3.8. Contingency Fund (see Addendum 1.3).

- 5% budget allocation: **\$63,533.20**
  - Total expenditure (year to date): **\$12,405.97**
  - Remaining allocation: **\$51,127.23**

### 3.9. Levy Arrears (as of 30/09/2024) = \$41,039.42 (GST Incl).

- 15 owners have arrears greater than \$1,000.
- 5 owners have arrears less than \$100.

#### 3.9.1 Units of specific concern:

- **Unit 175 - Total arrears = \$8,184.74**
  - The ACAT hearing for 175/15 Irving St, Phillip was held on 23/08/24. Judgement entered against the owner. The Member made orders and awarded all levies, interest and expenses (pursuant to section 31 SSMA 2011) sought. \$4,621.77 plus all costs (additional levies overdue more than 120 days).
  - On 10/09/24, the debtor tried to have the judgement set aside but failed. Judgement was entered again for an updated amount accounting for extra interest – total \$4,634. The member also made an instalment Order of \$200 per fortnight 1<sup>st</sup> payment on or before 28/9/2024. The Committee remains concerned because, with this instalment plan, the owner will take 20 months to repay the arrears and there is no accounting for over \$6,000 of new levies which will be issued in this period.
- **Unit 253 – Total arrears = \$9,049.17**
  - The ACAT hearing for 253/15 Irving St, Phillip was held on 16/08/24. Judgement entered against the owners. The Member made orders and awarded all levies (overdue more than 120 days), interest and expenses: \$4,949.85, plus all costs sought. The ACAT Orders will be registered in the Magistrates Court and then served on the debtor as required by legislation.
  - Seven (7) days after service, enforcement action can be taken in the A.C.T. Magistrates Court to recover the debt. Options included garnisheeing wages, bank accounts, rent and any other money owed to the debtor AND issuing a Writ of Execution for the Sheriff to visit the debtor to demand payment and seize assets to sell.

## 4. MATTERS FOR DECISION

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### 4.1. Annual General Meeting – 31 October

The draft AGM Agenda and Motions Pack was circulated to EC members on 23 September.

**4.1.1 Matters for Decision.** The Committee considered each item and motion on the AGM Agenda, with the following decisions taken unanimously:

- Item 2 – Draft Chairperson’s Report – approved.
- Item 5 – Draft Treasurer’s Report - approved.
- Item 7 – SMA. 12-month Agreement (and two annexes) – approved, noting there will be an EC review in mid-2025 with the expectation this Agreement will roll-over for another 2 years (with zero price increases).
- Item 8 – FMA. 3-year agreement (with two annexes) - approved.

- Item 9 – The 2024-25 Admin Budget of \$1,404,303 (ex GST) - approved. The Committee thanked the Treasurer for all her hard work.
- Items 10 – On the Treasurer's recommendation, the Committee approved funding of the following three expenditure items from cash reserves in 2024-25:
  - Previously accrued expenses (Origin gas, spa heater and pool furniture - \$88,887).
  - Two new expenditure items, subject to AGM approval (Structural warranty report up to \$80,000 and Pool umbrella proposal up to \$20,000).
  - Expenditures from the 2% Ivy Improvement Fund (up to \$26,319).
 Deducting these 3 items from cash reserves, the required Admin Fund levy income in 2024-25 is \$1,189,167 (ex GST) and \$1,308,084 (incl. GST) – approved.
- Item 11 – Sinking Fund. Owners levy contributions for 2024-25 are as approved at the 5<sup>th</sup> AGM for Report Year 2 (\$330,756 incl. GST).
  - The Committee agreed not to undertake a Review of the Sinking Fund Plan in 2024-25.
  - The Committee noted the suggestion at the Town Hall on 25 September that there be a threshold above which excess Admin Funds may be transferred into the Sinking Fund at the end of each financial year and agreed to add a motion to this agenda item.
- Item 12 – Structural Defects Report. The Committee agreed at least two of the six quotes obtained were excessive, given the quality of the Ivy build and the high level of building maintenance at the Ivy. Further advice is need from the FM and SM to narrow down the remaining four (which range up to \$80,000). The Committee agreed to recommend to the AGM that funding for this 6-year warranty assessment go forward in the first half of 2025 (Items 9 and 10), as it is of critical importance.
- Item 13 – EC Wellness Room. The Committee agreed to put forward this Proposal, to be funded from the 2% Improvement Fund (up to \$20,000 ex GST).
- Item 14 – Pool Umbrellas – The Committee agreed to put forward this Owner Proposal, to be funded from cash reserves (up to \$20,000 ex GST).
- Item 15 – Maintenance Plan – The Maintenance Plan for 2025 was approved, noting this will be regularly updated at 4-monthly planning sessions with the FM.
- Item 18 – Remote Control audit – The Committee agreed to proceed in February-April 2025, noting OC authority is required to cancel the remotes not accounted for.

**4.1.2 Owners Corporation Rules (items 19-24).** A marked-up copy of the proposed OC Rule changes was provided to owners on 21 September and discussed at the Town Hall on 25 September. Only one comment was received.

The Committee agreed each of the following Rule changes should proceed, with a marked-up copy included in the Agenda Pack.

- Alterations and erections (Rule 4).
- Pets in units (Rule 5).
- Common property parking (Rule 17)
- Insurance (Rule 20).
- Moving in and out (New Rule 22)
- Pool Area and Umbrellas (New Rule 23) – the umbrella component being subject to the owner Improvement Proposal at Item 14 being accepted at the AGM.

**4.1.3 AGM Preparations.** Tristan Veurink advised he will be on leave at the date of the AGM but confirmed Melissa Li will attend in his absence. Tristan agreed to arrange a meeting at Bright & Duggan with the Committee to bed down procedural arrangements for the AGM.

## 5. MATTERS FOR DISCUSSION

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**5.1. Transition to Bright & Duggan.** The 2-month Agreement was signed on 25 September. Bright & Duggan (Jack Stoker) has confirmed the transition from Vantage went smoothly on 30 September. The OC's bank accounts are being established with the Bank of Queensland and the transfer of OC funds is taking place.

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29/08/2024	Point Facilities	Supply - Garage door remotes	\$577.72
31/08/2024	Seda Services ACT	August 2024 - service contract	\$1,144.00
10/09/2024	Southwell Engineering	September 2024 - Service contract	\$601.59
02/09/2024	Total Pool Services	August 2024 - service contract	\$635.25
02/09/2024	Total Pool Services	August 2024 - pool chemicals	\$158.58
31/08/2024	Veolia 216952	August 2024 - bin rental	\$12.94
31/08/2024	Veolia 216952	August 2024 - bin rental	\$39.89
01/09/2024	WaterTight - ACT	September 2024 - service contract	\$452.63
20/09/2024	WaterTight - ACT	Investigate leaking in garage 206	\$471.50



## Unit Titles (Management) Act 2011 – Form1

### NOTICE OF REDUCED QUORUM DECISIONS

#### Part A Details of reduced quorum decisions<sup>†</sup>

##### A1 The Owners - Units Plan No 4787

##### A2 Annual General Meeting

Date (or dates) of the Annual General Meeting at which the reduced quorum decision (or decisions) was made – 31/10/2024

*Tick applicable box, or both boxes if applicable:*

**Regularly convened**

The general meeting was regularly convened (not following any adjournment under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

**Convened after adjournment**

The general meeting was convened following an adjournment or adjournments (under UTMA s 3.9(3) or (6)(a), part 3.1, schedule 3).

##### A3 Reduced quorum decisions

*[If there is insufficient space here, tick ✓ and attach details to the notice]*

Date of decision	Full text of reduced quorum decision
31/10/2024	Annual General Meeting, as attached

##### A4 Owners Corporation declaration

The information in this notice has been recorded on the following date from details shown in the records of the Owners Corporation.

31/10/2024



Melissa Li

<sup>†</sup> In this notice, **UTMA** means the Unit Titles (Management) Act 2011.



## NOTICE OF REDUCED QUORUM DECISIONS

### Part B General Information

**B1** *What is a reduced quorum decision?*

- A reduced quorum decision is a decision of a general meeting of the Owners Corporation made while a quorum (a reduced quorum) smaller than a standard quorum was present.
- A standard quorum is those people entitled to vote (on the motion) in relation to not less than ½ the total number of units (see UTMA s 3.9 (1) (a), part 3.1, schedule 3).

There are 2 types of reduced quorum decision, requiring different reduced quorums.

*Reduced quorum decisions made at regularly-convened general meetings*

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, a standard quorum for the motion (see above) is not present a reduced quorum decision may be made if a reduced quorum (see next point) is then present for consideration of the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- At a regularly-convened general meeting, a reduced quorum means 2 or more people present at the meeting and entitled to vote on the motion (UTMA s 3.9 (2), part 3.1, schedule 3).
- A reduced quorum is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTMA s 3.9 (2), part 3.1, schedule 3).

*Reduced quorum decisions—adjournment following quorum trouble*

- If, within ½ an hour after a motion arises for consideration at a general meeting that has been regularly convened, neither a standard quorum for the motion (see above) nor a reduced quorum (see above) is present, the meeting is adjourned to the following week at the same place and time (UTMA s 3.9 (3), part 3.1, schedule 3). The meeting may also decide to adjourn even if a reduced quorum is present (UTMA s 3.9 (5), part 3.1, schedule 3).
- If, within ½ an hour after a motion arises for consideration at a general meeting convened following such an adjournment, a standard quorum for the motion is not present, a reduced quorum decision may be made if there is a reduced quorum made up by anyone then present and entitled to vote (even if that is only a single voter) (UTMA s 3.9 (6) (a), part 3.1, schedule 3).

Such a reduced quorum (of anyone present and entitled to vote) is also sufficient to make decisions on any later motions arising at the meeting. Any such later decisions made while only a reduced quorum was present are also reduced quorum decisions (UTA s 3.9 (6) (a), part 3.1, schedule 3).

**B2** *When does a reduced quorum decision take effect?*

- A reduced-quorum decision takes effect 28 days after the date of the decision (the decision's date of effect) (UTMA s 3.11 (1), part 3.1, schedule 3).
- However, this does not apply if the decision is disallowed, confirmed by a standard quorum general meeting or revoked (see below) (UTMA s 3.11 (3) – (5), part 3.1, schedule 3)

**B3** *How may reduced quorum decisions be disallowed?*

Reduced quorum decisions may be disallowed by petition (UTMA, s 3.11 (3), part 3.1, schedule 3). The petition must—

- (i) state the resolution or resolutions to which it applies; and
- (ii) be signed by a majority of persons entitled to vote at a general meeting of the Owners Corporation (a person may sign whether or not he or she attended the meeting); and
- (iii) be given to the Owners Corporation before the decision's date of effect (see B2 above).

**B4** *How may reduced quorum decisions be confirmed?*

- A reduced-quorum decision may be confirmed by a general meeting of the Owners Corporation held before the decision's date of effect (see B2 above).
- For the confirmation to be valid, a standard quorum must be present when the confirmation motion is considered at the later general meeting (see B1 above).
- If a decision is confirmed, it takes effect from the date of the later general meeting whether or not a petition is given to the Owners (UTMA s 3.11 (4), part 3.1, schedule 3).

**B5** *How may reduced quorum decisions be revoked?*

- A reduced-quorum decision may be revoked by a general meeting of the Owners Corporation held at any time, whether or not the decision has earlier been confirmed.
- A revocation is valid whether a standard quorum or a reduced quorum is present when the revocation motion is considered (see B1 above; UTMA s 3.11 (5), part 3.1, schedule 3).



**MINUTES OF THE 6<sup>TH</sup> ANNUAL GENERAL MEETING  
OF THE OWNERS OF UP 4787  
'THE IVY'  
15 IRVING STREET, PHILLIP, ACT, 2606**

**Venue:** Apollo Room, Hellenic Club Woden, 1 Matilda Street, PHILLIP, and Strata Vote (online)  
**Date:** THURSDAY, 31 OCTOBER 2024  
**Time:** 6.01 PM

**Attendees In-person (27 Owners)**

Ashan Arulchelvan Thevendirarajah (Lot 20) – Early Departure after Motion 12  
Elizabeth Donna Little (Lot 40) – Early Departure after Motion 17d  
SK Goodall (Lot 45)  
Maralyn Margaret Owen (Lot 48)  
Julianne Mary O'Brien (Lot 52)  
Paul Edwin Stephenson (Lot 61)  
Sylvain Max Van Gelder & Carol Mary Van Gelder (Lot 78)  
Graham Geoffrey Guest & Annette Margaret Guest (Lot 79)  
Paul Anthony Stanton & Margaret Kathleen Stanton (Lot 86)  
Christopher Robin Roper & Cynthia Lynn Burton (Lot 87) – Arrived after Motion 1  
Michael Musson (Lot 88) – Early Departure after Motion 5  
David A Brown & Frances Brown (Lot 94)  
Michael Anthony O'Brien & Annette O'Brien (Lot 98)  
Johannes Henrikus Van der Berg (Lot 101)  
Shane McGrath (Lot 102)  
Angela Gai Taylor (Lot 148)  
Lynette Hunt (Lot 149)  
Damien Benjamin Farncomb (Lot 166)  
Peter Fenton & Catherine Saw Choo Fenton (Lot 180)  
Donna May MacPherson (Lot 208)  
Beryl Joyce Goodwin (Lot 229)  
Duncan Ross Simmons (Lot 235)  
Margo Helen Condoleon (Lot 244) – Early Departure after Motion 17d  
Kevin F O'Brien (Lot 259)  
Donald Craig Mclean (Lot 264)  
K Collins (Lot 265)  
Jason Borg & Hayley Borg (Lot 270)



**Proxies held in room (1 Owner)**

Elizabeth Cheryl Collyer (Lot 75) - Proxy held by Lot 52

**Attendees On-line - Electronic Voting (28 Owners)**

Suzana Glamcevski (Lot 2)

Karen McPherson (Lot 11)

Phillip Kleanthos (Lot 19)

Kathiresan Rajendran & Amrita Kanagavel (Lot 22)

Guy Hutchison & Patricia Gayle Hutchison (Lot 27)

Soumya Dharmagari & Navaneeth Dharmagari (Lot 31)

Laura Jane Caldicott (Lot 41)

Angy Marie Campbell & Andrew James Campbell (Lot 43)

Alexandra Kaitlin Hewitt (Lot 50)

Claire Louise Howe (Lot 91)

Kui Foon Wong (Lot 93)

Angus Christopher Broman & Anica Lee Broman (Lot 108)

Jacqueline Anne Collins (Lot 114)

Ellie Kathryn Tonkin (Lot 141)

Ji Qi (Lot 158)

Narelle Evelyn Brownette (Lot 162)

Martin Denis Caddick & Belinda Nijole Caddick (Lot 183)

Eva Wadie (Lot 197)

Julian Daly Ciempka (Lot 201)

Peter J Kucharski (Lot 204)

Anthony David Vidinovski (Lot 212)

CMB Superannuation Fund (Lot 222)

Nathaniel Hua Hoh Oon (Lot 238)

Edward Emile Puric (Lot 254)

Ashton Avenue Property Pty Ltd (Lot 268)

Maximillian Wolthers & Maria Dolores Chicaiza Barros (Lot 271)

C & M Wiltshire (Lot 272)

Ryan Mavin & Rebecca Pollock (Lot 275)

**Absentee Voting (6 Owners)**

Dennis Edward McAlister & Julie Ann McAlister (Lot 96)

Nicole Annette Stokes & Cameron Scott Paterson (Lot 171)

Francesco Leonardi (Lot 227)

Bernard Anthony Stoker & Colleen Lorna Stoker (Lot 256)

Desley Joan Allwright (Lot 266)

Rachael Elizabeth Farrell & Martin Frank Farrell (Lot 273)

**Apologies: Janelle Penny (Lot 195)**



**Registered Attendees:** 56

**Absentees:** 6

**Total Owners Entitled to Vote:** 62

**In Attendance:** Melissa Li, Bright & Duggan  
Victoria Sullivan, Bright & Duggan

**Quorum:** A quorum was not present. However, the meeting proceeded with a Reduced Quorum (Schedule 3.9 of the Unit Titles (Management) Act 2011).

**Secretarial 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 6:01pm. Owners attended both in-person and online (using Strata Vote). Attendance numbers varied slightly during the meeting (total votes for each motion are recorded).

D McLean (Executive Committee chairperson) was confirmed as the Chair of the meeting. All six absentee votes and one proxy were accepted. Melissa Li and Victoria Sullivan, both of Bright & Duggan, facilitated the meeting on behalf of the Owners Corporation and managed the voting process (in-room and online).

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## ITEM 2: CHAIRPERSON'S REPORT

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

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## ITEM 3: ADOPTION OF 5<sup>th</sup> AGM MINUTES (ORDINARY RESOLUTION)

The minutes of the 5<sup>th</sup> AGM of UP4787 were provided in the AGM Attachment Pack (Item 3).

An owner (Unit 101) advised that he didn't think that the minutes were accurate as they didn't capture his concerns about the Sinking Fund Plan, particularly that the Plan didn't include annual percentage increases in Sinking Fund levies and his concerns about excess long-term savings resulting from the Plan in fifteen years' time.

The Chair explained that the minutes only recorded the actual actions/discussion that occurred in meeting and that they were considered to be an accurate reflection of the meeting. The Chair noted that there was no commitment at the AGM to capture the details of the annual percentage increase in levies in the AGM minutes but offered to provide a table setting out these annual increases on BuildingLink as a supplement to the current Sinking Fund Plan for the benefit of all owners.

**MOTION 1: IT WAS RESOLVED** that the minutes of the 5<sup>th</sup> Annual General Meeting, held on 1 November 2023, are a true and accurate record of the proceedings of that meeting.

**For ( 52 ) Against ( 0 ) Abstained ( 9 )**

**Motion Carried (Total Votes – 61)**

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## ITEM 4: INSURANCE (ORDINARY RESOLUTION)

The Owners Corporation holds building insurance for all defined parts of the buildings. The Chair noted that a new insurance broker (Gallagher) was appointed on 22 August 2024. The building insurance policies for 2024-25 were renewed on 20 September 2024, resulting in considerable budget savings to the Owners Corporation.

The Certificates of Insurance for The Ivy's 2024-25 building policies were provided in the AGM Attachment Pack (Item 4).



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

- a) Obtain an updated insurance valuation for The Ivy from a qualified contractor before September 2025.
- b) Obtain quotations from a qualified insurance broker for the renewal of UP4787 insurance policies before they fall due.
- c) Place and/or renew these insurance policies on terms the Committee considers appropriate.

**For ( 56 ) Against ( 1 ) Abstained ( 5 )**

**Motion Carried (Total Votes – 62)**

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## **ITEM 5: TREASURER'S REPORT FOR 2023-24 (ORDINARY RESOLUTION)**

The Treasurer's Report on financial activities in 2023-24 was provided in the AGM Attachment Pack (Item 5). Members of the Owners Corporation expressed their thanks to the Treasurer for her diligence and excellent work throughout the year.

**MOTION 3: IT WAS RESOLVED** that the Treasurer's Report for the period 1 October 2023 to 30 September 2024 as presented be accepted.

**For ( 56 ) Against ( 0 ) Abstained ( 6 )**

**Motion Carried (Total Votes – 62)**

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## **ITEM 6: AUDITED FINANCIALS (ORDINARY RESOLUTION)**

The audited financial report for FY 2023-24 was finalised by the auditor, Kelly + Partners, on 25 October 2024 and circulated to owners by Bright & Duggan on the same date.

**MOTION 4: IT WAS RESOLVED** that the Owners Corporation:

- a) Accept as presented the audited financial accounts of UP4787 for the financial year 1 October 2023 to 30 September 2024; and
- b) Authorise the Strata Manager to finalise the financial accounts for FY 2024-25 at the beginning of October 2025, so they can be audited in time for the 7<sup>th</sup> Annual General Meeting; and
- c) Authorise the Executive Committee to appoint an independent auditor for this purpose.

**For ( 56 ) Against ( 0 ) Abstained ( 6 )**

**Motion Carried (Total Votes – 62)**

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## **ITEM 7: STRATA MANAGEMENT CONTRACT (ORDINARY RESOLUTION)**

The Chair noted that the Executive Committee unanimously agreed on 19 September 2024 to recommend to the Owners Corporation that Bright & Duggan (ACT) Pty Ltd be appointed as our Strata Manager from 1 December 2024. It was also noted the proposed contract with Bright & Duggan (Attachment Pack – Item 7) provides a saving of at least \$32,700 in 2024-25, compared with other leading strata firms in Canberra. As the annual contract price of \$89,990 (including GST) is fixed until 2026-27, these savings will increase in future years.

Several owners sought advice on how the Bright & Duggan contract review process would work. They were advised that the new strata contract locked in the fixed price agreement (and annual savings) for three years. The mid-2025 review will ensure all elements of the agreement are working satisfactorily for both parties,



including that Tristan Veurink (Bright & Duggan's ACT Branch Manager) remains as our strata manager. The contract allowed for termination without penalty to the owners corporation if, upon review, the contract was found to not be delivering the expected level of service.

**MOTION 5: IT WAS RESOLVED** in accordance with Section 50 of the Unit Titles (Management) Act 2011, that the Owners Corporation:

- a) Agree to appoint Bright & Duggan (ACT) Pty Ltd as Strata Manager of Units Plan 4787, commencing 1 December 2024, initially for a one-year period.
- b) Following a mid-2025 review with Bright & Duggan (ACT) Pty Ltd, authorise the Executive Committee to roll over this Agreement for another two years as appropriate.
- c) Authorise the Executive Committee to execute a Strata Management Agreement ("Agreement") giving effect to this appointment up to a base contract value of \$269,970 (including GST) over the three-year period to 2026-27.
- d) Authorise the Chairperson of the Executive Committee to affix the common seal of the Owners Corporation to this Agreement.

**For ( 52 ) Against ( 2 ) Abstained ( 8 )**

**Motion Carried (Total Votes – 62)**

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## **ITEM 8: FACILITIES MANAGEMENT CONTRACT (ORDINARY RESOLUTION)**

The Chair noted the Executive Committee had unanimously agreed on 19 September 2024 to recommend that Point Facilities Solutions be contracted to provide facilities and building management services for another three years. The new Contract was included in the AGM Attachment Pack (Item 8).

**MOTION 6: IT WAS RESOLVED** in accordance with Section 60 of the Unit Titles (Management) Act 2011, that the Owners Corporation:

- a) Agree to appoint Point Facilities Solutions as service contractor to inspect, oversight and coordinate facilities and building maintenance services to the Owners Corporation for a period of three (3) years, commencing 2 December 2024.
- b) Authorise the Executive Committee to execute a Facilities Management Agreement ("Agreement") to give effect to this appointment up to a total base contract value of \$373,120 (including GST) over the three-year period to 2026-27.
- c) Authorise the Chairperson of the Executive Committee to affix the common seal of the Owners Corporation to this Agreement.

**For ( 54 ) Against ( 0 ) Abstained ( 7 )**

**Motion Carried (Total Votes – 61)**

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## **ITEM 9: ADMINISTRATIVE FUND BUDGET 2024-25 (ORDINARY RESOLUTION)**

This motion sets the Administrative Fund Budget for 2024-25 (AGM Attachment Pack – Item 9). The Chair noted the Executive Committee has been able to limit the Budget increase for 2024-25 to just 3.3%.



**MOTION 7: IT WAS RESOLVED** that the Owners Corporation adopt the Administrative Fund expenditure budget of \$1,404,303 ex GST, for the period 1 October 2024 to 30 September 2025.

**For ( 54 ) Against ( 0 ) Abstained ( 7 )**

**Motion Carried (Total Votes – 61)**

The approved 2024-25 Administrative Fund Budget is at **Addendum 1**.

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### **ITEM 10: ADMINISTRATIVE FUND LEVY – OWNER CONTRIBUTIONS FOR 2024-25 (ORDINARY RESOLUTION)**

This motion sets the UP4787 Administrative Fund Levy for 2024-25. The levy is inclusive of GST. The Chair noted that two (2) sets of expense offsets were proposed in the Admin Fund Budget approved at Item 9. These will reduce owners levy contributions in 2024-25 by a total of \$215,136 to \$1,189,167 (ex GST). Compared with 2023-24, the increase in owner contributions is \$5.33 per UOE (4.25%), including GST, due primarily to inflation and mandatory fire system repair costs this year.

**MOTION 8: IT WAS RESOLVED** that Administrative Fund levy contributions of \$1,189,167 ex GST (\$1,308,084 including GST) be paid by owners in accordance with their Units of Entitlement (UOE) for the period 1 October 2024 to 30 September 2025.

- a) These payments are to be made in four (4) equal installments due on 1 December 2024, 1 March 2025, 1 June 2025 and 1 September 2025.

**For ( 53 ) Against ( 0 ) Abstained ( 8 )**

**Motion Carried (Total Votes – 61)**

Each owner's quarterly payment and annual contribution to the UP4787 Admin Fund (including GST) was listed in the levy contribution table in the AGM Attachment Pack (Item 10) and is attached at **Addendum 2**.

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### **ITEM 11: SINKING FUND LEVY – OWNER CONTRIBUTIONS FOR 2024-25 (ORDINARY RESOLUTION)**

The current Sinking Fund Plan for UP4787 was approved at the 5<sup>th</sup> Annual General Meeting on 1 November 2023 (the annual table is in the AGM Attachment Pack - Item 11). Levy contributions in 2024-25 were discussed at the Town Hall meeting on 25 September 2024. This motion implements the approved Sinking Fund Plan levy for 2024-25.

**MOTION 9: IT WAS RESOLVED** that a Sinking Fund contribution of \$300,687 ex GST (\$330,756 GST incl.) be determined for the period 1 October 2024 to 30 September 2025, as per the approved Sinking Fund Plan.

- a) Owner's contributions are to be made in accordance with their Units Of Entitlement, to be paid in four (4) equal instalments due on 1 December 2024, 1 March 2025, 1 June 2025 and 1 September 2025.
- b) Consistent with the Unit Titles (Management) Act, 2011, the Strata Manager is directed to establish and maintain a separate set of financial accounts for the UP4787 Sinking Fund.
- c) The Executive Committee may set and agree a funding threshold above which any additional Admin Funds can be transferred to the Sinking Fund at the end of each financial year.

**For ( 51 ) Against ( 1 ) Abstained ( 9 )**

**Motion Carried (Total Votes – 61)**



Each owner's quarterly payment and annual contribution to the UP4787 Sinking Fund (including GST) was listed in the levy contribution table in the AGM Attachment Pack (Item 11) and is attached at **Addendum 3**.

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## **ITEM 12: STRUCTURAL DEFECTS REPORT (ORDINARY RESOLUTION)**

The Chair noted the ACT 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).

Completion of a structural condition assessment by a suitably qualified engineering firm is important to ensure the statutory warranty can be enforced and remediation work is undertaken by the builder (Milin). Both the Strata Manager and Building Manager have advised it is important this work be undertaken before the end of this expiry period.

The Chair noted the Executive Committee had agreed at its meeting on 3 October 2024 to recommend to the AGM that this work be funded from existing cash reserves (up to \$80,000 ex GST), rather than through an additional special levy. This expenditure was included in the approved Admin Fund Budget (Item 9)

**MOTION 10: IT WAS RESOLVED** that the Owners Corporation:

- a) Agree the Executive Committee should commission a Structural Defects Report for UP4787 to enforce the 6-year statutory warranty on structural elements of the Ivy buildings; and
- b) Instruct the Executive Committee to finalise the Structural Defects Report in a timely manner and ensure the completed Report is provided to Milin Builders before 1 December 2025.

**For ( 54 ) Against ( 1 ) Abstained ( 6 )**

**Motion Carried (Total Votes – 61)**

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## **ITEM 13: WELLNESS ROOM UPGRADE – IMPROVEMENT PROPOSAL (ORDINARY RESOLUTION)**

The Chair noted this motion was discussed at the Town Hall meeting on 25 September 2024 (AGM Attachment Pack - Item 13). As the approved Admin Budget for 2024-25 (Item 9) has agreed that expenditure on this upgrade under the 2% Ivy Improvement Fund should be offset against existing cash reserves, there is no additional levy or charge for this proposal.

The owner of unit 180 queried whether these improvements were needed, given the room is not underutilised in his view. He noted the inclusion of carpet and curtains was a good idea but he was concerned the inclusion of furniture and plants could provide an obstruction.

Several owners (units 45 and 244) spoke in support of the motion, noting that all interested owners can be involved in finalising the detailed proposals that go to the Executive Committee for decision.



**MOTION 11: IT WAS RESOLVED** that the Owners Corporation agree to upgrade and improve useability of the Wellness Room, at an estimated cost of \$20,000 (ex GST), to be funded from the Admin Budget 2% Ivy Improvement Fund.

- a) An Executive Committee sub-committee will be formed. All interested owners are welcome to help develop and refine the Improvement Proposal that goes to the Executive Committee for final approval.

**For ( 40 ) Against ( 11 ) Abstained ( 10 )**

**Motion Carried (Total Votes – 61)**

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#### **ITEM 14: POOLSIDE UMBRELLAS (ORDINARY RESOLUTION)**

The Chair noted this motion was also discussed at the Town Hall meeting on 25 September 2024 (AGM Attachment Pack - Item 14). There is no additional charge for this proposal as the Admin Fund Budget (approved at Item 9) has agreed the cost of this Improvement Proposal (estimated at up to \$20,000 ex GST) is to be met from existing cash reserves.

The owner of unit 40 queried whether cantilever umbrellas were sufficiently stable, given the potential for high wind conditions. There was also a query whether they might affect our insurance policies. The Chair advised this was unlikely and that only high wind-rated umbrellas would be considered. The owner of unit 180 commented he did not believe the proposal was necessary, given that he swims every day and people seemed happy to sunbake.

Other owners (units 45, 148, and 259) supported the proposal, noting how hot the mod-wood paneling became, the lack of shade and the risk of skin cancer which were deterrents in using the outdoor pool.

**MOTION 12: IT WAS RESOLVED** that the Owners Corporation agree to install up to five (5) commercial grade cantilever umbrellas around the outdoor pool, at an estimated cost of \$20,000 (ex GST) from cash reserves.

**For ( 46 ) Against ( 7 ) Abstained ( 8 )**

**Motion Carried (Total Votes – 61)**

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#### **ITEM 15: 2025 MAINTENANCE PLAN (ORDINARY RESOLUTION)**

It is a requirement of the Unit Titles (Management) Act Section 24(2) that the Owners Corporation have an annual Maintenance Plan. The UP4787 Maintenance Plan for 2025 was prepared with the assistance of the Facilities Manager (AGM Attachment Pack - Item 15).

**MOTION 13: IT WAS RESOLVED** that the Owners Corporation adopt the UP4787 Maintenance Plan for 2025.

**For ( 53 ) Against ( 0 ) Abstained ( 7 )**

**Motion Carried (Total Votes – 60)**



## ITEM 16: CONTRACTORS AND SUPPLIERS (ORDINARY RESOLUTION)

**MOTION 14: IT WAS RESOLVED** that the Owners Corporation authorise the incoming Executive Committee to review all contracts and service agreements that are due for renewal before the next Annual General Meeting and to execute these contracts and agreements as required.

For ( 53 ) Against ( 0 ) Abstained ( 7 )

Motion Carried (Total Votes – 60)

## ITEM 17: FIRE SAFETY STATEMENT (FOR NOTING)

The current Annual Condition and Fire Safety Statement, prepared by Complete Essential Fire and Air (CEFA) on 22 May 2024, was included in the AGM Attachment Pack - Item 17.

## ITEM 18: BASEMENT ENTRY REMOTE CONTROL AUDIT (ORDINARY RESOLUTION)

An audit of basement entry remotes is planned for February-April 2025. The Executive Committee and Building Manager will provide plenty of notice when the audit is scheduled to take place.

**MOTION 15: IT WAS RESOLVED** that the Owners Corporation agree:

- (a) to undertake an audit of all remote controls programmed to open The Ivy basement entry roller door in early 2025;
- (b) all remote controls programmed into the access control receiver that are not accounted for, are to be deleted after a grace period; and
- (c) owners and residents can still have their remotes reprogrammed into the system after this grace period by contacting the Builder Manager.

For ( 51 ) Against ( 1 ) Abstained ( 8 )

Motion Carried (Total Votes – 60)

## PROPOSED CHANGES TO OWNERS CORPORATION RULES (REGISTERED BY-LAWS)

The Chair noted the following Rule changes were discussed at the Town Hall meeting on 25 September 2024. A marked-up copy of each of these new Rules was included in the Attachment Pack (Item 19-24), with proposed changes highlighted (in blue), namely:

- Rule 4 – Alterations and Erections (Agenda Item 19)
- Rule 5 – Pets in Units (Agenda Item 20)
- Rule 17 – Common Property Parking (Agenda Item 21)
- Rule 20 – Insurance (Agenda Item 22)
- Rule 22 – Moving In and Moving Out (Agenda Item 23)
- Rule 23 – Pool Areas and Umbrellas (Agenda Item 24).

Each of these proposed Rule changes requires a special resolution. The Chair noted the agreed Rule changes are to be registered within three (3) months of the AGM. A full copy of the updated UP4787 Corporation Rules, as agreed at this meeting (items 19 to 24), is provided at **Addendum 4**.



## ITEM 19: ALTERATIONS AND ERECTIONS - RULE 4 (SPECIAL RESOLUTION)

Refinements were proposed to bring Owners Corporation Rule 4 (Alterations and Erections) into line with current legal best practice (AGM Attachment Pack - Item 19).

**MOTION 16: IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to replace existing Rule 4 with the following:

### 4. Alterations and erections

- a) A unit owner may erect or alter any structure in or on the unit or the common property only—
- i. In accordance with the express permission of the Owners Corporation by special resolution; and
  - ii. In accordance with the requirements of any applicable territory law (for example, a law requiring development approval to be obtained for the erection or alteration).
  - iii. However, if the structure is sustainability infrastructure, the Owners Corporation's permission must not be unreasonably withheld.

Examples<sup>1</sup> of permission not unreasonably withheld: Financial, safety or structural considerations or equity of access to common property, easements, facilities or utility services.  
Examples of permission unreasonably withheld: External appearance of a unit or the Units Plan.

- b) The Owners Corporation delegates its decision-making power under Rule 4 (a) to the Executive Committee for erections and alterations in or on:
- i. The common property — to a maximum value of \$10,000 (GST inclusive).
  - ii. A unit — for windows, flooring, sliding doors, balconies, garages and internal renovations.

- c) Permission under Rules 4(a) and 4(b) may be given subject to conditions stated in the resolution<sup>2</sup>, noting that:
- i. Windscreens - Installation, modification or alteration to windscreens as part of a unit entitlement is not permitted without consultation with and plans from an appropriate design consultant and must be submitted to the Executive Committee for approval.
  - ii. Screen Doors – These are not permitted on the front door of units (a breach of fire regulations).
  - iii. Party Walls and Fire Doors – These must not be tampered with to ensure their integrity is maintained and fire rating, acoustic and thermal performance is not degraded.
  - iv. Flooring - Alterations (whether timber, laminate, carpet or tiling) must have a verified 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".
  - v. Unit owners who undertake alterations or erections without Owners Corporation or Executive Committee permission can be required to remove or replace them at their own cost.

**For ( 53 ) Against ( 0 ) Abstained ( 7 )**

**Motion Carried (Total Votes – 60)**

<sup>1</sup> An example is part of the Act, is not exhaustive and may extend, but does not limit, the meaning of a provision in which it appears (see Legislation Act, s126 and s132).

<sup>2</sup> The Executive Committee may issue an EC Guideline on its decision-making process.



## ITEM 20: PETS IN UNITS - RULE 5 (SPECIAL RESOLUTIONS)

The Chair noted amendments were proposed to several clauses in Owners Corporation Rule 5 on Pets in Units (Default Rule 1.6), given recent owner concerns about pet management (AGM Attachment Pack - Item 20). Each of the five (5) sub-motions was voted on separately.

**MOTION 17(a): IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to amend the following clause in Rule 5 to require that:

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.

**For ( 50 ) Against ( 1 ) Abstained ( 9 )**

**Motion Carried (Total Votes – 60)**

**MOTION 17(b): IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to amend the following clause in Rule 5 to require that:

The pet owner takes reasonable steps to ensure the animal does not cause excessive noise, a nuisance or a risk to health or safety.

**For ( 51 ) Against ( 0 ) Abstained ( 9 )**

**Motion Carried (Total Votes – 60)**

**MOTION 17(c): IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to amend the following clause in Rule 5 to require that:

The pet owner must keep dogs on a leash at all times while on common property.

**For ( 52 ) Against ( 0 ) Abstained ( 8 )**

**Motion Carried (Total Votes – 60)**

**MOTION 17(d): IT WAS NOT RESOLVED** that the Owners Corporation agree by Special Resolution to amend the following clause in Rule 5 to require that:

The pet owner is not permitted to take dogs into the children's playground and east side common area, the rear gardens or around the outdoor pool.

This rule change generated discussion by owners seeking clarification and speaking for and against the motion. The owner of unit 40 was concerned that, while The Ivy is a pet-friendly complex, there was nowhere suitable for animals to do their business. She also explained that, for personal reasons, she was often unable to exercise her dog outside the complex and relied on spending time with her in the common area. The owner of unit 270 advised that pet toilets could be purchased and plumbed in. It was also noted by an owner that the new 'no pee or poo' rule, as well as the requirement for a leash, would restrict the behaviour of animals in this area. The owner of unit 52 indicated she would raise a suggestion for discussion under General Business. Various owners spoke in support of the proposal. The motion was declared NOT CARRIED on the night.

**For ( 40 ) Against ( 13 ) Abstained ( 7 )**

**Motion Not Carried (Total Votes – 60)**

**MOTION 17(e): IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to amend the following clause in Rule 5 to require that:

The pet owner must, within 14 days of the day the animal is first kept within the unit, register the pet with the Owners Corporation by completing the approved Pet Registration Form and forwarding it to the Strata Manager.

**For ( 49 ) Against ( 2 ) Abstained ( 7 )**

**Motion Carried (Total Votes – 58)**



## ITEM 21: COMMON PROPERTY PARKING - RULE 17 (SPECIAL RESOLUTION)

The Chair advised that existing provisions in existing Owners Corporation Rule 17 (Common Property Parking) were unenforceable. An owner (unit 275) queried why we were not voting on each sub-item in the motion as occurred for the revised pet rules. The Chair advised each of the pet rule changes were drafted so that each sub-item was an independent alteration or addition to the current rules, whilst the parking rules were drafted as a replacement Rule, supporting the recent changes to designated parking arrangements in the front driveway (AGM Attachment Pack - Item 21).

**MOTION 18: IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to replace existing Alternative Rule 17 with the following:

17. Common Property Parking
  - a) There is no provision for owner, resident or visitor parking in the front and side driveways for any purpose other than pick-up and drop-off/set-down.
  - b) Parking in the designated emergency vehicle zone is expressly prohibited and can be subject to an immediate Rule Infringement Notice.
  - c) Four parking spaces are allocated by the Building Manager for use by contractors, tradespeople and other approved vehicles and are available for resident's trade and service vehicles upon request.
  - d) Vehicles (including motorbikes, bicycles, boats and caravans) must be parked within each unit's allocated garage or car space(s) in the basement.
  - e) Parking of vehicles in other areas of the basement is not permitted except with the express permission of the Executive Committee.

**For ( 48 ) Against ( 1 ) Abstained ( 9 ) Motion Carried (Total Votes – 58)**

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## ITEM 22: INSURANCE - RULE 20 (SPECIAL RESOLUTION)

Clarifications were proposed to Owners Corporation Rule 20 (Insurance), given recent expert advice (AGM Attachment Pack - Item 22).

**MOTION 19: IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to replace existing Alternative Rule 20 with the following:

- 20 Insurance
  - a) Pursuant to the requirements of the Unit Titles (Management) Act 2011, the Owners Corporation must hold Building insurance for all defined parts of the buildings in UP4787 as well as Public Liability insurance over common property and Office Bearers' legal liability cover.
    - i. The coverage provided by all components of this Building insurance policy should reflect current market conditions and not result in reduced benefits either to individual owners or to the owners corporation.



- b) Only the insurance broker appointed by, and acting on the instructions of, the Executive Committee can submit a claim to the building insurer. The building insurer will determine whether the claim is valid.
  - i. If the insurance broker submits a successful claim on behalf of the Owners Corporation, the Owners Corporation pays the excess specified in the insurance policy.

**For ( 47 ) Against ( 1 ) Abstained ( 10 )**

**Motion Carried (Total Votes – 58)**

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### **ITEM 23: PROPOSED NEW OC RULE – MOVING IN AND OUT (RULE 22) (SPECIAL RESOLUTION)**

The Chair indicated this was a new procedural Rule on 'Moving In and Out' to cover gaps in the current House Rule framework (AGM Attachment Pack Item 23).

**MOTION 20: IT WAS RESOLVED** that the Owners Corporation agrees by Special Resolution to adopt the following House Rule:

- 22. Moving In or Out
  - a) Each unit owner must:
    - i. Retain an up-to-date copy of these Rules from the Strata Manager.
    - ii. Make a copy of these Rules available to their property manager (if any) and to all tenants, occupiers and users of their unit upon arrival.
  - b) Each unit owner and resident long-term tenant must:
    - i. Notify the Strata Manager at least two (2) working days before moving in or moving out.
    - ii. Arrange with the Building Manager to book a lift and have protective lift covers installed before moving in or out.

**For ( 46 ) Against ( 2 ) Abstained ( 10 )**

**Motion Carried (Total Votes – 58)**

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### **ITEM 24: PROPOSED NEW OC RULE – POOL AREAS AND UMBRELLAS (RULE 23) (SPECIAL RESOLUTION)**

This proposed new House Rule (AGM Attachment Pack Item 24) accompanied the Improvement proposal for umbrellas in the outdoor pool area that was agreed at Agenda Item 14.

The owner of unit 45 queried where the responsibility for visitors and children lay. In short, each owner has direct responsibility for their own family/guests as well as a general responsibility to ensure all residents and visitors respect our Owners Corporation Rules. An owner requested that signs be installed explain the procedure for using the umbrellas. It was agreed that the pool signage would be updated to reflect the revised rules.



**MOTION 21: IT WAS RESOLVED** that the Owners Corporation agree by Special Resolution to adopt the following House Rule:

23. Pool Area and Umbrellas

- a) Owners and residents are required to supervise all visitors and children in the outdoor pool area at all times.
- b) Owners and residents must:
  - i. Comply with the Pool Rules.
  - ii. Ensure pool lounges, furniture and the pool umbrellas are used safely.
  - iii. Close and lock down umbrellas after you have used them, or whenever there are high winds, especially if you are the last to leave the area.
  - iv. Leave the pool and BBQ area in a clean and tidy condition.
  - v. Report any damage to the Building Manager.

**For ( 47 ) Against ( 0 ) Abstained ( 11 )**

**Motion Carried (Total Votes – 58)**

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**ITEM 25: ELECTION OF EXECUTIVE COMMITTEE FOR 2024-25  
(ORDINARY RESOLUTION)**

An EC Nomination form was included in the Notice of Meeting Pack for the 6<sup>th</sup> AGM.

Bright & Duggan advised six nominations had been received for the new Executive Committee in 2024-25:

- J O'Brien – Unit 52
- C van Gelder – Unit 78
- P Stanton – Unit 86
- D Macpherson - Unit 208
- K O'Brien – Unit 259
- D McLean - Unit 264

**MOTION 22: IT WAS RESOLVED** that the Owners Corporation elect an Executive Committee of between three (3) and seven (7) members from nominations of eligible members.

Each nomination was elected. The Chair advised the meeting of the importance of owners volunteering to help manage the Owners Corporation as members of the Executive Committee team, explaining the benefit and important skills that could be learnt helping manage a corporation that manages more than \$1.4 million in income and expenditure each year. The Chair invited additional nominations from other owners but no other nominations were received on the night.

**For ( 47 ) Against ( 1 ) Abstained ( 10 )**

**Motion Carried (Total Votes – 58)**



## 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 general discussion.

**MOTION 23: IT WAS RESOLVED** that the Owners Corporation note:

- a) The incoming Executive Committee is to give priority consideration to the following matters in 2024-25:
- All motions agreed at this AGM.
  - Other items as agreed at the meeting.
- (b) Items of a general nature that were raised and discussed by owners at the meeting (recorded below).

**For ( 46 ) Against ( 1 ) Abstained ( 11 )**

**Motion Carried (Total Votes – 58)**

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### ISSUES RAISED BY OWNERS

Referring to the discussion on motion 17(d), the owner of unit 52 requested that the new Executive Committee explore the possibility of setting up a pet-friendly area (dog park?) in the north-east corner of the rear gardens, given several of the trees there are being removed.

No other items of general business were raised.

The 6<sup>th</sup> Annual General Meeting closed at 8.04 pm.

**ADDENDUM 1**

**ADMINISTRATIVE FUND BUDGET 2024-25**

**(ITEM 9)**

**UP4787 ADMINISTRATIVE FUND BUDGET - 2024-25**

Note - all Budget figures below are ex-GST.		COMMENTS
	CPI Increase	1.04
<b>PLANNED ASSET PURCHASE/ REPLACEMENT</b>		\$31,149
Pool Umbrellas	\$20,000	Owner proposal to purchase five pool umbrellas (to be funded from cash reserves)
Furniture replacement	\$11,149	Replacement of 17 sun loungers (\$595 each plus CPI increase). Funds carried over from 2023-24
<b>CONTRACTS - SCHEDULED MAINTENANCE</b>		\$396,599
Cleaning - Waste chutes contract	\$3,931	DW Group contract expires 25/08/24 - Garbage Chute Clean, Sanitise & Deodorise (2 chutes x 30 levels x two cleans per annum @ \$1,890) plus CPI increase
Cleaning - Wheelie Bins - contract	\$6,947	ACT Wheelie Clean - 25/08/23 quote - two services per annum @ \$3,340 each plus CPI increase
Cleaning - Basement Carparks	\$7,084	Canberra Sweeping - quote dated 01/04/24 (2 wet sweeps x \$2,300 plus CPI increase plus fire protection isolation \$500) plus \$1,800 for MM Rolfe quote for 72 x garage door clean
Cleaning - Carpet	\$6,978	Retain same as last year plus CPI - One full complex clean plus lift curtains plus allowance for spot cleans as required.
Cleaning - Major Contract	\$179,312	M&M Rolfe - Year 3 of contract (expires 01/10/25) (includes 3.5% increase)
Cleaning - Windows	\$21,396	Rope Access Engineering - external window quote (06/09/23) plus CPI increase plus \$2,000 allowance for internal window clean
Doors - Entry service contract	\$764	MSR Doors - foyer sliding door - four monthly service (quote 06/09/23) \$245 x 3 plus CPI
Garbage Chutes - maintenance contract	\$5,741	Wastech - 2 year contract (expires 25/08/24) - 6 monthly service @ \$2,760 x CPI increase
Gardening contract	\$19,053	All Seasons - Year 3 of 3 year contract
Electrical - maintenance contract	\$2,800	Maritex quote \$2,800 (GST excl) - fixed price for 3 years expires 15/07/2027. Annual thermal scans, RCD testing and test and tag, plus annual inspections of sauna and BBQs (QU-9064). Excludes materials.
Equipment maintenance - service contracts	\$3,266	Crown - Rider pallet truck quote 01/12/23: \$580 x 2 plus CPI; plus SimPro bin lifter quarterly @ \$150 (\$600*CPI) in the B1 north tower trash room; plus WastePac compactor quarterly @ \$345 (\$1,380*CPI) repairs
Fire - maintenance contract	\$13,493	CEFA year two of three year contract - \$11,855; plus annual service on the diesel fire hydrant pump (\$1,575 + CPI)
Fire Alarm Monitoring	\$2,080	Johnson Controls - last years actuals + CPI increase
Garage R&M (roller door) - contract	\$1,211	ACT Doorland - quarterly service contract of garage roller door (\$1,164 + CPI increase)
Gyms - contract	\$2,964	Gym equipment maintenance contract - last years actuals + CPI increase
Height Safety - Certification	\$1,352	Rope Access - last years actuals + CPI increase
Hoist lift - service contract	\$2,135	Southwell Engineering quarterly service of waste bin hoist - two year quote expires 25/08/25 - quarterly service @ \$533.85 per visit
HVAC - contract	\$12,480	SEDA - existing fixed price contract (expires 14/05/26)
Lift - maintenance contract	\$31,329	OTIS - second year of three year rolled over contract (\$7,589.18 per quarter) plus \$972 annual fee Sim cards plus %G upgrade
Painting & render repair contract	\$20,449	Higgins Coating quote - annual maintenance contract for internal and external paint and render repair (180 hrs)
Pest Control contracts	\$12,262	RigCom quote for external pest control before window clean (06/09/23) (\$7,778.60 + GST), plus quarterly Royal Pest bait control (4 x \$250), plus annual Hart Pest spray control, plus APBM fees (\$540 per quarter) for pigeon management x CPI
Plumbing (Hydraulics) contract	\$4,648	Water Tight - existing contract expires 14/06/25 - \$382 x 8 months; plus \$398 x 4 months
Pools and Spa - service contract	\$22,765	Total Pools - \$1,866.66 per month - existing contract for indoor, outdoor and spa (expires 17/05/25) + CPI increase for 5 months (Pool consumables are a separate item)
Roof maintenance contract	\$7,006	AM & DM contract expires 30/11/25: Tower - 2 services @ \$1,952 plus townhouses - 3 services @ \$1,034.
Security and Access contracts	\$3,584	Fermax service 2 year quote (21/09/23) \$1,343.50 per annum + ARA CCTV contract \$2,240
Waste bin rental contract	\$1,570	\$11.50 monthly recycle bin hire charge + three recycle bins @ \$36 per month plus \$1,000 for removal of hard waste
<b>REPAIRS AND MAINTENANCE - UNSCHEDULED</b>		\$150,239
Building repairs maintenance	\$3,000	Unscheduled building repair & maintenance including ceiling repair after water leaks and ad hoc painting. (2023-24 allowance was spent on Higgins paint / render repairs).
Garbage Chutes maintenance	\$1,000	Provision for unforeseen repairs (nil allowance budgeted in 2023-24)
Cleaning - General	\$6,968	Graffiti removal x 3 (\$1,200 allowance); high pressure clean of external pavers (\$2,500 plus CPI); limescale removal of indoor pool tiling (\$1,000 x CPI) plus \$2,000 unforeseen cleaning (e.g. hydraulics cupboards)
Cleaning supplies	\$2,120	Last year's actuals plus CPI
Electrical and lighting - R&M	\$16,509	Maritex - last year's actuals + CPI increase . The \$4,290 allowance for supply emergency lights is removed as supply / replacements of lights was included in last years actuals.
Equipment - R&M	\$2,045	Provision for unscheduled maintenance of equipment based on last year's actuals plus CPI.
Fire repairs & replacement	\$53,446	CEFA - last year's actuals + CPI increase; plus CEFA quote (\$1,450 ex GST) for Diesel and Electric pump batteries replacement - due December 2024; plus CEFA Quote (\$2,200 ex GST) for Fire Indicator and EWIS panels battery replacement due in March 2025; plus Five-year service: Hydrostatic testing is \$2,500 ex GST due in January 2025 (one off charge); mandatory service of 41 hydrants + six valves @ \$330 (\$15,510); Fire door rectification (\$14,500); Fire extinguisher service / replacement (\$7,900)
Garden Irrigation repair	\$4,123	All Seasons allowance for repair / realignment of irrigation system based on last year's actuals plus CPI.
Garden maintenance	\$2,000	All Seasons allowance for supplies to maintain garden e.g., mulch, fertiliser
Garden replenishment	\$11,305	Retain allowance same as last year plus CPI - Replacement of the dead (removed) and declining plants across the common area garden beds.
General Repairs R&M (Point FS)	\$3,848	Provision for general repairs, maintenance and minor asset replacement by PointFS - based on last year's actuals plus CPI.
Gym Equipment	\$564	Last year's actuals plus CPI.
HVAC - repairs and maintenance	\$2,156	Provision for unforeseen repairs and maintenance based on last years actuals plus CPI.
Lifts - repairs & maintenance	\$2,371	Decrease in allowance to last year's actuals plus CPI due to limited call out maintenance issues and oncharge of reset callout fee to responsible resident.
Plumbing (Hydraulics) R&M	\$11,069	Last year's actuals plus CPI - includes inspections of hammer and noisy pipes
Pools & Spa consumables	\$6,110	Last year's actuals plus CPI.
Pools and Spa - R&M	\$12,615	\$5,000 provision for unforeseen repairs; plus biannual spa repair & maintenance @ \$600 x 2 plus CPI increase; plus \$6,367 carry over from 2023-24 budget for replacement spa heater (to be offset from reserved funds).
Roofing - R&M	\$7,300	Provision for unforeseen repairs - reduction in allowance as underspent last year.
Security general R&M	\$1,690	Provision for unforeseen repairs to Fermax access system + CCTV - last years actuals plus CPI

OPERATING EXPENSES		\$14,200
Audit management B&D	\$450	Assume same as last year plus CPI
BAS and tax preparation	\$1,292	Based on Bright & Duggan contract Schedule B - BAS preparation - \$198 per quarter; plus lodgement tax return - \$500
Bank Charges	\$1,200	Based on Bright & Duggan contract Schedule B - management six investment accounts = \$49.50 x four times a year for each of the six accounts
Banking / Software	\$315	Based on Bright & Duggan contract Schedule B
Contractor compliance fee	\$94	Last year's actuals + CPI increase
Debt recovery	\$0	Assume zero as fees are oncharged to the owner
Income tax	\$0	Income tax is offset by investment income.
Information Technology and Software	\$6,493	Microsoft office 365 fee for 10 users x \$11 per month (due May 2025) plus CPI increase + \$120 for Crazy Domain renewal in July 2025 plus \$5,000 for software enhancements
Keys, remotes & swipes	\$0	Assume zero as expenditure is offset by key / remote supply income
Legal Fees Arrears Recoveries	\$0	Assume zero as legal fees are oncharged to the owner
OC rules Lodgement fee	\$157	Access Canberra registration of OC rules fee - same as last year plus CPI
Room Hire	\$1,200	AGM - Hellenic club room hire rate
Other expenses	\$3,000	Retain same allowance as last year - includes signage
BUILDING INSURANCE		\$98,546
Claims Management	\$5,000	1 x Insurance excess (based on CHU policy)
Insurance Valuation Report	\$2,600	Valuation of building due in August 2025
Insurance Premiums	\$90,946	CHU building is \$75,899.02 ex GST (premium plus \$1,000 fee) Vero equipment is \$4,997.05 ex GST (premium, no additional fee) Broker cost is \$10,050 ex GST (broker fee plus two processing fees of \$25)
MANAGEMENT SERVICES		\$201,125
Facilities Management Agreement	\$109,200	Point FS - year one of three year service agreement
Strata Management Agreement	\$81,809	Bright & Duggan - year one of three year service agreement
Stata Management fees (Schedule B)	\$3,420	B&D - Preparation and lodgement of OC Rules - one hour @\$180; plus prepare and distribute twelve EC minutes @\$180 per hour; plus six additional hours @\$180 for non core strata manager activities not known.
Online owners portal - BuildingLink	\$6,696	BuildingLink annual subscription fee
PROFESSIONAL SERVICES		\$87,704
Audit Fees	\$2,704	Assume same as last year plus CPI
Reports - Professional Services	\$85,000	Assume same as last year (\$5,000); plus \$80,000 for six-year structural warranty inspection & defect report preparation (subject to separate OC approval) to be funded from cash reserves.
UTILITIES		\$332,870
Electricity usage	\$144,640	Last year's actuals plus Origin 13% increase
Origin gas usage debt	\$71,371	2021/23 Origin Energy gas debt - paid from funds accrued in 2021/23. Origin repayment plan \$3,756.36 x 12 months (\$45,076.34 GST excl) plus 2025/26 carryover - \$3,756.36. months x 7 months (\$26,295.52 GST excl)
Gas (pool heating)	\$39,323	Last year's actuals + Origin 13% increase
Hot Water Supply	\$2,656	Last year's actuals + Origin 6.5% increase
Water Consumption	\$74,880	Retain same as last year plus CPI
		\$1,312,432
BUDGET SUB-TOTAL		\$1,312,432
	\$65,622	Contingency 5% for unknown expenses
	\$26,249	2% for The IVY improvement fund.
2024-25 BUDGET TOTAL		\$1,404,303
<b>\$1,404,303</b>	<b>2024-25 ADMINISTRATIVE BUDGET TOTAL</b>	
<b>-\$88,887</b>	Funded from cash reserves accrued in 2021/24: \$71,371 for Origin energy gas debt repayment; \$6,367 for indoor spa heater replacement; \$11,149 for outdoor furniture replacement.	
<b>-\$126,249</b>	Funded from cash reserves: \$80,000 for payment of six-year structural warranty inspection and defect report; \$20,000 for purchase of pool umbrellas (owner proposal); 2% Ivy improvement fund (\$26,319).	
<b>\$1,189,167</b>	<b>REQUIRED ADMINISTRATIVE LEVY INCOME (ex GST)</b>	
4.25%	Projected levy increase in 2024-25	
\$118.92	Unit entitlement (ex GST)	
\$130.81	Unit entitlement (GST incl)	

**ADDENDUM 2**

**ADMINISTRATIVE FUND LEVY**

**OWNER CONTRIBUTIONS FOR 2024-25**

**(ITEM 10)**

## ADMINISTRATIVE FUND LEVY : 2024-25 CONTRIBUTIONS BY UNIT

Total UOE	10000	Per UOE	
Total Admin Fund	\$1,189,167	\$118.92	ex GST
Levies Due	\$1,308,084	\$130.81	incl GST

UP 4787 Admin Fund  
Budget 2024-25

Unit #	Floor #	Tower	Floor Plan	Aspect	UOE	Admin Levy Contribution (inc GST)	
						Annual	Quarterly
1	1	North	2M	W	34	\$ 4,447.48	\$ 1,111.87
2	1	North	2N	NW	41	\$ 5,363.14	\$ 1,340.79
3	1	North	1C	N	26	\$ 3,401.02	\$ 850.25
4	1	North	1D	N	26	\$ 3,401.02	\$ 850.25
5	1	North	2K	NE	39	\$ 5,101.53	\$ 1,275.38
6	1	North	2L	E	34	\$ 4,447.48	\$ 1,111.87
7	2	North	2M	W	33	\$ 4,316.68	\$ 1,079.17
8	2	North	2N	NW	39	\$ 5,101.53	\$ 1,275.38
9	2	North	1C	N	26	\$ 3,401.02	\$ 850.25
10	2	North	1D	N	26	\$ 3,401.02	\$ 850.25
11	2	North	2K	NE	37	\$ 4,839.91	\$ 1,209.98
12	2	North	2L	E	33	\$ 4,316.68	\$ 1,079.17
13	2	North	2I	E	33	\$ 4,316.68	\$ 1,079.17
14	2	North	2J	W	33	\$ 4,316.68	\$ 1,079.17
15	3	North	2M	W	33	\$ 4,316.68	\$ 1,079.17
16	3	North	2N	NW	39	\$ 5,101.53	\$ 1,275.38
17	3	North	1C	N	26	\$ 3,401.02	\$ 850.25
18	3	North	1D	N	26	\$ 3,401.02	\$ 850.25
19	3	North	2K	NE	37	\$ 4,839.91	\$ 1,209.98
20	3	North	2L	E	33	\$ 4,316.68	\$ 1,079.17
21	3	North	2I	E	33	\$ 4,316.68	\$ 1,079.17
22	3	North	2J	W	33	\$ 4,316.68	\$ 1,079.17
23	4	North	2M	W	33	\$ 4,316.68	\$ 1,079.17
24	4	North	2N	NW	39	\$ 5,101.53	\$ 1,275.38
25	4	North	1C	N	27	\$ 3,531.83	\$ 882.96
26	4	North	1D	N	27	\$ 3,531.83	\$ 882.96
27	4	North	2K	NE	37	\$ 4,839.91	\$ 1,209.98
28	4	North	2L	E	33	\$ 4,316.68	\$ 1,079.17
29	4	North	2I	E	33	\$ 4,316.68	\$ 1,079.17
30	4	North	2J	W	33	\$ 4,316.68	\$ 1,079.17
31	5	North	2M	W	33	\$ 4,316.68	\$ 1,079.17
32	5	North	2N	NW	39	\$ 5,101.53	\$ 1,275.38
33	5	North	1C	N	28	\$ 3,662.63	\$ 915.66
34	5	North	1D	N	28	\$ 3,662.63	\$ 915.66
35	5	North	2K	NE	38	\$ 4,970.72	\$ 1,242.68
36	5	North	2L	E	34	\$ 4,447.48	\$ 1,111.87
37	5	North	2I	E	33	\$ 4,316.68	\$ 1,079.17
38	5	North	2J	W	33	\$ 4,316.68	\$ 1,079.17
39	6	North	2M	W	34	\$ 4,447.48	\$ 1,111.87
40	6	North	2N	NW	39	\$ 5,101.53	\$ 1,275.38

## ADMINISTRATIVE FUND LEVY : 2024-25 CONTRIBUTIONS BY UNIT

41	6	North	1C	N	28	\$ 3,662.63	\$ 915.66
42	6	North	1D	N	28	\$ 3,662.63	\$ 915.66
43	6	North	2K	NE	38	\$ 4,970.72	\$ 1,242.68
44	6	North	2L	E	33	\$ 4,316.68	\$ 1,079.17
45	6	North	2I	E	34	\$ 4,447.48	\$ 1,111.87
46	6	North	2J	W	34	\$ 4,447.48	\$ 1,111.87
47	7	North	2M	W	35	\$ 4,578.29	\$ 1,144.57
48	7	North	2N	NW	40	\$ 5,232.33	\$ 1,308.08
49	7	North	1C	N	29	\$ 3,793.44	\$ 948.36
50	7	North	1D	N	29	\$ 3,793.44	\$ 948.36
51	7	North	2K	NE	38	\$ 4,970.72	\$ 1,242.68
52	7	North	2L	E	35	\$ 4,578.29	\$ 1,144.57
53	7	North	2I	E	35	\$ 4,578.29	\$ 1,144.57
54	7	North	2J	W	35	\$ 4,578.29	\$ 1,144.57
55	8	North	2M	W	35	\$ 4,578.29	\$ 1,144.57
56	8	North	2N	NW	41	\$ 5,363.14	\$ 1,340.79
57	8	North	1C	N	30	\$ 3,924.25	\$ 981.06
58	8	North	1D	E	30	\$ 3,924.25	\$ 981.06
59	8	North	2K	NE	39	\$ 5,101.53	\$ 1,275.38
60	8	North	2L	E	35	\$ 4,578.29	\$ 1,144.57
61	8	North	2I	E	35	\$ 4,578.29	\$ 1,144.57
62	8	North	2J	W	35	\$ 4,578.29	\$ 1,144.57
63	9	North	2M	W	35	\$ 4,578.29	\$ 1,144.57
64	9	North	2N	NW	42	\$ 5,493.95	\$ 1,373.49
65	9	North	3A	N	52	\$ 6,802.04	\$ 1,700.51
66	9	North	2K	NE	40	\$ 5,232.33	\$ 1,308.08
67	9	North	2L	E	35	\$ 4,578.29	\$ 1,144.57
68	9	North	2I	E	35	\$ 4,578.29	\$ 1,144.57
69	9	North	2J	W	35	\$ 4,578.29	\$ 1,144.57
70	10	North	2M	W	36	\$ 4,709.10	\$ 1,177.28
71	10	North	2N	NW	43	\$ 5,624.76	\$ 1,406.19
72	10	North	3A	N	53	\$ 6,932.84	\$ 1,733.21
73	10	North	2K	NE	42	\$ 5,493.95	\$ 1,373.49
74	10	North	2L	E	36	\$ 4,709.10	\$ 1,177.28
75	10	North	2I	E	36	\$ 4,709.10	\$ 1,177.28
76	10	North	2J	W	36	\$ 4,709.10	\$ 1,177.28
77	11	North	2M	W	35	\$ 4,578.29	\$ 1,144.57
78	11	North	2N	NW	44	\$ 5,755.57	\$ 1,438.89
79	11	North	3A	N	54	\$ 7,063.65	\$ 1,765.91
80	11	North	2K	NE	43	\$ 5,624.76	\$ 1,406.19
81	11	North	2L	E	36	\$ 4,709.10	\$ 1,177.28
82	11	North	2I	E	36	\$ 4,709.10	\$ 1,177.28
83	11	North	2J	W	36	\$ 4,709.10	\$ 1,177.28
84	12	North	2M	E	37	\$ 4,839.91	\$ 1,209.98
85	12	North	2N	NE	44	\$ 5,755.57	\$ 1,438.89
86	12	North	3A	N	55	\$ 7,194.46	\$ 1,798.62
87	12	North	2K	NE	43	\$ 5,624.76	\$ 1,406.19
88	12	North	2L	E	37	\$ 4,839.91	\$ 1,209.98
89	12	North	2I	E	37	\$ 4,839.91	\$ 1,209.98
90	12	North	2J	W	37	\$ 4,839.91	\$ 1,209.98

## ADMINISTRATIVE FUND LEVY : 2024-25 CONTRIBUTIONS BY UNIT

91	13	North	3C	NW	52	\$ 6,802.04	\$ 1,700.51
92	13	North	2O	N	44	\$ 5,755.57	\$ 1,438.89
93	13	North	3B	NE	52	\$ 6,802.04	\$ 1,700.51
94	13	North	2I	E	37	\$ 4,839.91	\$ 1,209.98
95	13	North	2J	W	37	\$ 4,839.91	\$ 1,209.98
96	14	North	3C	NW	53	\$ 6,932.84	\$ 1,733.21
97	14	North	2O	N	45	\$ 5,886.38	\$ 1,471.59
98	14	North	3B	NE	53	\$ 6,932.84	\$ 1,733.21
99	14	North	2I	E	38	\$ 4,970.72	\$ 1,242.68
100	14	North	2J	W	38	\$ 4,970.72	\$ 1,242.68
101	1	South	2P	N	34	\$ 4,447.48	\$ 1,111.87
102	1	South	3K	N	48	\$ 6,278.80	\$ 1,569.70
103	2	South	2G	NW	31	\$ 4,055.06	\$ 1,013.76
104	2	South	1F	W	22	\$ 2,877.78	\$ 719.45
105	2	South	1E	E	22	\$ 2,877.78	\$ 719.45
106	2	South	2H	NE	31	\$ 4,055.06	\$ 1,013.76
107	2	South	1A	N	23	\$ 3,008.59	\$ 752.15
108	2	South	2A	N	33	\$ 4,316.68	\$ 1,079.17
109	2	South	2B	E	38	\$ 4,970.72	\$ 1,242.68
110	2	South	2C	S	30	\$ 3,924.25	\$ 981.06
111	2	South	2D	S	30	\$ 3,924.25	\$ 981.06
112	2	South	2E	W	38	\$ 4,970.72	\$ 1,242.68
113	2	South	2F	N	33	\$ 4,316.68	\$ 1,079.17
114	2	South	1B	N	23	\$ 3,008.59	\$ 752.15
115	3	South	2G	NW	32	\$ 4,185.87	\$ 1,046.47
116	3	South	1F	W	23	\$ 3,008.59	\$ 752.15
117	3	South	1E	E	23	\$ 3,008.59	\$ 752.15
118	3	South	2H	NE	32	\$ 4,185.87	\$ 1,046.47
119	3	South	1A	N	23	\$ 3,008.59	\$ 752.15
120	3	South	2A	N	34	\$ 4,447.48	\$ 1,111.87
121	3	South	2B	E	39	\$ 5,101.53	\$ 1,275.38
122	3	South	2C	S	30	\$ 3,924.25	\$ 981.06
123	3	South	2D	S	30	\$ 3,924.25	\$ 981.06
124	3	South	2E	W	39	\$ 5,101.53	\$ 1,275.38
125	3	South	2F	N	34	\$ 4,447.48	\$ 1,111.87
126	3	South	1B	N	23	\$ 3,008.59	\$ 752.15
127	4	South	2G	NW	32	\$ 4,185.87	\$ 1,046.47
128	4	South	1F	W	23	\$ 3,008.59	\$ 752.15
129	4	South	1E	E	23	\$ 3,008.59	\$ 752.15
130	4	South	2H	NE	32	\$ 4,185.87	\$ 1,046.47
131	4	South	1A	N	24	\$ 3,139.40	\$ 784.85
132	4	South	2A	N	34	\$ 4,447.48	\$ 1,111.87
133	4	South	2B	E	40	\$ 5,232.33	\$ 1,308.08
134	4	South	2C	S	30	\$ 3,924.25	\$ 981.06
135	4	South	2D	W	30	\$ 3,924.25	\$ 981.06
136	4	South	2E	W	40	\$ 5,232.33	\$ 1,308.08
137	4	South	2F	N	34	\$ 4,447.48	\$ 1,111.87
138	4	South	1B	N	24	\$ 3,139.40	\$ 784.85
139	5	South	2G	NW	32	\$ 4,185.87	\$ 1,046.47
140	5	South	1F	W	23	\$ 3,008.59	\$ 752.15

## ADMINISTRATIVE FUND LEVY : 2024-25 CONTRIBUTIONS BY UNIT

141	5	South	1E	E	23	\$ 3,008.59	\$ 752.15
142	5	South	2H	NE	32	\$ 4,185.87	\$ 1,046.47
143	5	South	1A	N	24	\$ 3,139.40	\$ 784.85
144	5	South	2A	N	35	\$ 4,578.29	\$ 1,144.57
145	5	South	2B	E	41	\$ 5,363.14	\$ 1,340.79
146	5	South	2C	S	31	\$ 4,055.06	\$ 1,013.76
147	5	South	2D	S	31	\$ 4,055.06	\$ 1,013.76
148	5	South	2E	W	41	\$ 5,363.14	\$ 1,340.79
149	5	South	2F	N	35	\$ 4,578.29	\$ 1,144.57
150	5	South	1B	N	24	\$ 3,139.40	\$ 784.85
151	6	South	2G	NW	33	\$ 4,316.68	\$ 1,079.17
152	6	South	1F	W	24	\$ 3,139.40	\$ 784.85
153	6	South	1E	E	24	\$ 3,139.40	\$ 784.85
154	6	South	2H	NE	33	\$ 4,316.68	\$ 1,079.17
155	6	South	1A	N	25	\$ 3,270.21	\$ 817.55
156	6	South	2A	N	35	\$ 4,578.29	\$ 1,144.57
157	6	South	2B	E	41	\$ 5,363.14	\$ 1,340.79
158	6	South	2C	S	31	\$ 4,055.06	\$ 1,013.76
159	6	South	2D	S	31	\$ 4,055.06	\$ 1,013.76
160	6	South	2E	W	41	\$ 5,363.14	\$ 1,340.79
161	6	South	2F	N	35	\$ 4,578.29	\$ 1,144.57
162	6	South	1B	N	25	\$ 3,270.21	\$ 817.55
163	7	South	2G	NW	32	\$ 4,185.87	\$ 1,046.47
164	7	South	1F	W	24	\$ 3,139.40	\$ 784.85
165	7	South	1E	E	24	\$ 3,139.40	\$ 784.85
166	7	South	2H	NE	33	\$ 4,316.68	\$ 1,079.17
167	7	South	1A	N	25	\$ 3,270.21	\$ 817.55
168	7	South	2A	N	35	\$ 4,578.29	\$ 1,144.57
169	7	South	2B	E	42	\$ 5,493.95	\$ 1,373.49
170	7	South	2C	S	32	\$ 4,185.87	\$ 1,046.47
171	7	South	2D	S	32	\$ 4,185.87	\$ 1,046.47
172	7	South	2E	W	42	\$ 5,493.95	\$ 1,373.49
173	7	South	2F	N	35	\$ 4,578.29	\$ 1,144.57
174	7	South	1B	N	25	\$ 3,270.21	\$ 817.55
175	8	South	2G	NW	33	\$ 4,316.68	\$ 1,079.17
176	8	South	1F	W	25	\$ 3,270.21	\$ 817.55
177	8	South	1E	E	25	\$ 3,270.21	\$ 817.55
178	8	South	2H	NE	33	\$ 4,316.68	\$ 1,079.17
179	8	South	1A	N	25	\$ 3,270.21	\$ 817.55
180	8	South	2A	N	36	\$ 4,709.10	\$ 1,177.28
181	8	South	2B	E	42	\$ 5,493.95	\$ 1,373.49
182	8	South	2C	S	32	\$ 4,185.87	\$ 1,046.47
183	8	South	2D	S	32	\$ 4,185.87	\$ 1,046.47
184	8	South	2E	W	42	\$ 5,493.95	\$ 1,373.49
185	8	South	2F	N	36	\$ 4,709.10	\$ 1,177.28
186	8	South	1B	N	25	\$ 3,270.21	\$ 817.55
187	9	South	2G	NW	34	\$ 4,447.48	\$ 1,111.87
188	9	South	1F	W	25	\$ 3,270.21	\$ 817.55
189	9	South	1E	E	25	\$ 3,270.21	\$ 817.55
190	9	South	2H	NE	34	\$ 4,447.48	\$ 1,111.87

## ADMINISTRATIVE FUND LEVY : 2024-25 CONTRIBUTIONS BY UNIT

191	9	South	1A	N	26	\$ 3,401.02	\$ 850.25
192	9	South	2A	N	36	\$ 4,709.10	\$ 1,177.28
193	9	South	2B	E	42	\$ 5,493.95	\$ 1,373.49
194	9	South	2C	S	34	\$ 4,447.48	\$ 1,111.87
195	9	South	2D	S	34	\$ 4,447.48	\$ 1,111.87
196	9	South	2E	W	42	\$ 5,493.95	\$ 1,373.49
197	9	South	2F	N	36	\$ 4,709.10	\$ 1,177.28
198	9	South	1B	N	26	\$ 3,401.02	\$ 850.25
199	10	South	2G	NW	35	\$ 4,578.29	\$ 1,144.57
200	10	South	1F	W	26	\$ 3,401.02	\$ 850.25
201	10	South	1E	E	26	\$ 3,401.02	\$ 850.25
202	10	South	2H	NE	35	\$ 4,578.29	\$ 1,144.57
203	10	South	1A	N	26	\$ 3,401.02	\$ 850.25
204	10	South	2A	N	37	\$ 4,839.91	\$ 1,209.98
205	10	South	2B	E	43	\$ 5,624.76	\$ 1,406.19
206	10	South	2C	S	35	\$ 4,578.29	\$ 1,144.57
207	10	South	2D	S	35	\$ 4,578.29	\$ 1,144.57
208	10	South	2E	W	43	\$ 5,624.76	\$ 1,406.19
209	10	South	2F	N	37	\$ 4,839.91	\$ 1,209.98
210	10	South	1B	N	26	\$ 3,401.02	\$ 850.25
211	11	South	2G	NW	35	\$ 4,578.29	\$ 1,144.57
212	11	South	1F	W	26	\$ 3,401.02	\$ 850.25
213	11	South	1E	E	26	\$ 3,401.02	\$ 850.25
214	11	South	2H	NE	35	\$ 4,578.29	\$ 1,144.57
215	11	South	1A	N	27	\$ 3,531.83	\$ 882.96
216	11	South	2A	N	37	\$ 4,839.91	\$ 1,209.98
217	11	South	2B	E	44	\$ 5,755.57	\$ 1,438.89
218	11	South	2C	S	36	\$ 4,709.10	\$ 1,177.28
219	11	South	2D	S	36	\$ 4,709.10	\$ 1,177.28
220	11	South	2E	W	44	\$ 5,755.57	\$ 1,438.89
221	11	South	2F	N	37	\$ 4,839.91	\$ 1,209.98
222	11	South	1B	N	27	\$ 3,531.83	\$ 882.96
223	12	South	2G	NW	35	\$ 4,578.29	\$ 1,144.57
224	12	South	1F	W	27	\$ 3,531.83	\$ 882.96
225	12	South	1E	E	27	\$ 3,531.83	\$ 882.96
226	12	South	2H	NE	34	\$ 4,447.48	\$ 1,111.87
227	12	South	1A	N	28	\$ 3,662.63	\$ 915.66
228	12	South	2A	N	38	\$ 4,970.72	\$ 1,242.68
229	12	South	2B	E	44	\$ 5,755.57	\$ 1,438.89
230	12	South	2C	S	36	\$ 4,709.10	\$ 1,177.28
231	12	South	2D	S	36	\$ 4,709.10	\$ 1,177.28
232	12	South	2E	W	44	\$ 5,755.57	\$ 1,438.89
233	12	South	2F	N	38	\$ 4,970.72	\$ 1,242.68
234	12	South	1B	N	28	\$ 3,662.63	\$ 915.66
235	13	South	2G	NW	36	\$ 4,709.10	\$ 1,177.28
236	13	South	1F	W	28	\$ 3,662.63	\$ 915.66
237	13	South	1E	E	28	\$ 3,662.63	\$ 915.66
238	13	South	2H	NE	36	\$ 4,709.10	\$ 1,177.28
239	13	South	1A	N	28	\$ 3,662.63	\$ 915.66
240	13	South	2A	N	39	\$ 5,101.53	\$ 1,275.38