



6 October 2023

## COMMITTEE MEETING

**BODY CORPORATE FOR KIRRA GARDENS  
COMMUNITY TITLES SCHEME 11527  
22 MARINE PARADE, KIRRA**

Dear Owner

Please find enclosed the **minutes** of the recently held committee meeting for KIRRA GARDENS CTS 11527.

We ask that you read the minutes carefully as the matters considered impact the running of your Body Corporate and may include decisions that affect your lot.

Please also visit the Community Hub website in order to have 24/7 access to valuable resources relating to your scheme including your levy contribution information, community documents, insurance details and financial information. Please visit [www.picagroup.com.au/services/communityhub/](http://www.picagroup.com.au/services/communityhub/) for more information.

If you require any further information or assistance in relation to the meeting outcomes, you are welcome to contact our office.

Kind regards,

Nathan Langham  
Strata Manager

# MINUTES – COMMITTEE MEETING

## BODY CORPORATE FOR KIRRA GARDENS CTS 11527

22 MARINE PARADE, KIRRA, QLD, 4225

These are the minutes of the **Committee Meeting** for the Body Corporate **KIRRA GARDENS CTS 11527** held at **the Offices of BCS, Shop 5, 25-33 Wharf Street, Tweed Heads, NSW, 2485** and via **Video Conference**, commencing at **9:00am** on **Friday, 22 September 2023**.

### Present in Person

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#### **Committee Voting Members**

Chairperson	Gary McDonald
Treasurer	Arna Yorston
Ordinary Members	Luke Smith, Larry Maybee, Victoria Harris & Robert Green

#### **Committee Non-Voting Members**

Strata Manager	Nathan Langham
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### In Attendance

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#### **With Notice**

Norm Yorston

#### **Without Notice**

Nil

### Apologies

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Wendy McDonald

### Proxies

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Nil

### Chairperson of Meeting

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Gary McDonald chaired the meeting.

## Quorum

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The Chairperson confirmed that a quorum was represented and the meeting was declared open at 9:00 AM.

### 1. Confirmation of Minutes

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#### 1.1 Confirmation of Committee Meeting Minutes

**MOTION** That the minutes of the committee meeting held on 18/05/2023 be confirmed as a true and correct record of the proceedings of that meeting.

**RESOLVED** that the motion be **carried** Yes 5 No 0 Abstain 0

**Robert Green joined the meeting at 9:03 AM**

### 2. Business Arising from Previous Meetings

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#### 2.1 Sinking Fund Forecast

The Committee discussed the new Sinking Fund Forecast Report provided by Olive Tree and there are dates on the Report that require to be updated.

**MOTION** That the Committee agree that Norm Yorston is to correspond with Olive Tree to have the dates on the Report corrected.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Norm Yorston

#### 2.2 Workplace Health & Safety Report

The Committee discussed the new Workplace Health & Safety Report provided by Olive Tree Consulting.

**MOTION** That the Committee agree that Ordinary Member Larry Maybee is to review the Common Property Safety Report and provide a summary to the Committee for actioning.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Committee / Larry Maybee (Ordinary Member)

#### 2.3 Lift Upgrade

The Committee confirm that the lift upgrade has been completed, however, TK Elevator have advised that there is a major problem with the lift gearbox. For the gearbox to be fixed, the motor must be replaced and once ordered, it will take approximately 30 weeks to arrive. The Treasurer tabled a quote from TK Elevator that was over the major spending limit, however, a second quote cannot be obtained as the replacement motor is specially designed for the existing TK Elevator equipment.

**MOTION** That the Committee approve the quote from TK Elevator in the amount of \$86,000.00 plus GST for the replacement of the Motor and Gearbox with expenditure drawn from the Sinking Fund

**AND FURTHER** that the Treasurer is to distribute a notice to Residents and Lot owners advising of the upcoming scheduled lift maintenance works this month.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Treasurer

#### 2.4 Grande Corniche / Kirra Gardens Easement Lodgment Update

The Easement Documentation has been signed and lodged. The Committee await the return of funds for invoices paid incorrectly to Mahoney's for legal services.

**MOTION** That the Committee agree that Norm Yorston is to follow up with Mahoneys to confirm whether the funds have been returned for the incorrectly paid invoices.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Norm Yorston

## 2.5 Fire Safety Report

**MOTION** That the Committee agree that all Fire Records are stored on-site in the Fire Cabinet.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** No further action, remove from agenda

## 2.6 Upgrade of Unit Windows & Walkway Security Screens

Replacement of unit windows and security screens along walkways will only be financially possible once the lift upgrade project has been completed.

**MOTION** That the Committee agree that this project is to be deferred.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** No further action, remove from agenda

## 2.7 Garden Maintenance & BBQ Area Upgrade

The Treasurer tabled a quote from D'Tree Regen in the amount of \$16,165.00 (incl. GST) for clearing the vegetation from the retaining wall areas which would require abseiling to undertake. The proposed contractor is preparing a planting / vegetation plan to reinstate the area once cleared, this will be provided as a separate quote and the proposed works have been included in the Sinking Fund Budget. It was also discussed that the paving area and tables need to be removed and it was suggested to re-surface the area and purchase new tables. The Strata Manager advised that quote is over the major spending limit and a second quote must be obtained.

**MOTION** That the Committee agree that the Treasurer is to obtain a second quote for the Committee's consideration.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Treasurer

## 2.8 Replacement of Fire Doors to Eastside Emergency Exit Level 3 & Unit 17

The Committee discussed the fire door replacement works and confirmed that Gold Coast Fire Doors have attended to measure the doors.

**MOTION** That the Committee agree that the Treasurer is to confirm with Gold Coast Fire Doors that they can attend on 3 October 2023 to install the fire doors.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Treasurer

## 2.9 Painting Quotations

The Committee accepted the quote from Jasper in the amount of \$19,030.00 (incl. GST) for internal painting to the fire stair stairwell.

Further discussions were held, and the Treasurer confirmed that the stairwells are currently being painted.

**MOTION** That the Committee agree that the Treasurer is to reinstate the signage once the painting has been completed.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Treasurer

## 2.10 Building & Window Washdown

The Committee discussed the building washdown and confirmed that All Clear Abseiling has been scheduled to commence on 4 October 2023. The Treasurer advised that it will take approximately six (6) days to complete and during this time, all units must have their balconies clear of any items and further, all windows closed. The Contactor takes no responsibility for any items that are left on balconies during the washdown.

**A) MOTION** That the Committee agree to ratify the approval of the All Clear Abseiling quotation in the amount of \$9,024.00 (incl. GST) with expenditure drawn from the Administration Fund.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** No further action, remove from agenda

**B) MOTION** That the Committee agree that the Treasurer is to issue a notice to Residents and Lot owners to advise the scheduled date for the Building Washdown and to ensure windows are closed and balconies are clear of all items.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Treasurer

### 3. Correspondence, Reports and Notices

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#### 3.1 Confirmation of Correspondence, Report & Notices

**MOTION** That the incoming correspondence, reports and notices be noted and the outgoing correspondence be confirmed.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

### 4. Finance

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#### 4.1 Statement of Accounts

The Statement of Accounts as at 31/08/2023 were tabled, which showed balances as follows:

Administrative Fund	\$37,383.22
Sinking Fund	<u>\$173,335.29</u>
<b>Total Owners' funds</b>	<b><u>\$210,718.51</u></b>

**MOTION** That the Statement of Accounts as at 31/08/2023 as tabled be accepted.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

#### 4.2 Payment and Recovery of Body Corporate Debts

The Strata Manager tabled a report as at 21/09/2023 recording \$1.30 owing by lot owners for non-payment of body corporate debts.

**MOTION** That in accordance with the *Body Corporate and Community Management* legislation, the body corporate bring proceedings to recover a liquidated debt and associated recovery costs, against the owner for each of the following amounts which have not been paid by the due date:

- (a) the amount of the contribution or instalment;
- (b) any penalty for not paying the contribution or instalment;
- (c) any costs incurred by the body corporate in recovering the amount;

All costs incurred in recovering the debt will be charged to the defaulting lot owner.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

#### 4.3 Term Deposits

**MOTION** That the Committee confirms that term deposits are to be reviewed by the Treasurer and that the Treasurer be empowered to provide instructions to the Strata Manager regarding rollover and cancellation of existing term deposits along with opening of new term deposits.

**AND FURTHER** that \$100,000.00 is to be invested for 3 months at 4.55% with Macquarie.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Strata Manager

## 5. General Business

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### 5.1 Compliance Items

The following list is to enable the Body Corporate to track a number of reoccurring items for review and discussion by the Committee.

Lift Registration	- Expires 31/01/2024
Sinking Fund Forecast	- Issued 21/08/2023
Insurance Valuation	- Issued 30/07/2020
Safety Audit Report	- Issued 22/08/2023
Fire Safety Report	- <i>No records on file</i>

**MOTION** That this item is to remain on the agenda for committee review.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

### 5.2 Registers

**MOTION** That the Committee reviews the following registers and instructs the Strata Manager to update as discussed at the meeting.

- Register of Engagements and Authorisations
- Register of Improvements to Lots
- Asset Register

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

### 5.3 Garage Doors

The Committee discussed the reports of both garage doors have issues. It was reported that the keys were not working for P1, Banora Garage Doors investigated and discovered that the wires for the system had been unplugged. One of the P2 receivers had been tampered with (there are two receivers as there are two types of remotes, most remotes have been replaced for P2 and new black remotes have been ordered). The garage box on the wall is rusted and a quote request has been sent to replace the box with a new smaller box and padlock.

**MOTION** That the Committee agree to monitor this matter.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Committee

### 5.4 Items to be Ratified

**MOTION** That the Committee agree to ratify the approval of the Lot Improvement Application submitted by Lot 3.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** No further action, remove from agenda

### 5.5 Correspondence from Lot 15 – Construction Noise

The Committee discussed the correspondence from Lot 15 raising concerns that their guests are complaining about the construction noise from the nearby developments.

**MOTION** That the Committee agree that the Strata Manager is to correspond with Lot 15 to advise that this matter is outside of the Body Corporate's control and to report it to Gold Coast City Council.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Strata Manager

## 5.6 Parking

The Committee discussed the cars being parking on grass area and in front of the front door, this illegal parking has been reported to Gold Coast City Council by the Treasurer. The Treasurer has also requested numerous times for Gold Coast City Council to install rocks or bollards to prevent the public from parking in this area.

**MOTION** That the Committee agree to continue reporting the illegally parked cars to Gold Coast City Council.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** No further action, remove from agenda

## 5.7 Waterproofing Podium Levels

The Committee discussed the Body Corporate's responsibility in relation to waterproofing membranes. The Strata Manager advised that generally, the Lot owner is responsible for maintaining the tiles, glue and grout, with the Body Corporate being responsible for the waterproofing membrane. If Lot owners with podium levels request to re-tile, the replacement tiles must be like-for-like to ensure consistency throughout the Scheme. The Committee also discussed updating the By-laws and, in the interim, implementing a lot improvement policy.

The intention being to prepare a policy for Kirra Gardens that ensures conformity with adopted architectural standards and colours for the building where replacement of external building elements is proposed by a lot owner, including replacement of the podium level tiles where uniformity will be required in the colour, texture and dimensions of the new tiles.

**MOTION** That the Committee agree that the Strata Manager is to provide examples of Lot Improvement Polices for the Committee to review and prepare a policy for Kirra Gardens.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Strata Manager / Committee

## 5.8 Lockbox on P2

The Committee discussed the lockbox that has been installed on common property on P2, the lockbox creates a security concern for the Scheme and further, has not been approved by the Committee.

**MOTION** That the Committee agree that the Strata Manager is to prepare a circular to Residents and Lot owners advising that the lockbox is to be removed within 7 days or the Body Corporate will arrange for it to be removed.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Strata Manager

## 5.9 Storage in P2

The Committee discussed the numerous bikes and other items being stored on P2, this must be attended to as this area is common property and has been raised in the Common Property Safety Report. The Committee discussed installing bike racks in this area with "Storage at own risk" signage.

**MOTION** That the Committee approve expenditure of up to \$2,000.00 plus GST to install bike racks and appropriate signage on P2

**AND FURTHER** that Norm Yorston is to remove the abandoned shopping trolleys from the basement.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

**ACTION** Norm Yorston

## 6. Next Scheduled Meeting(s)

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**MOTION** That the next meeting(s) be scheduled to be held on or about:

- Budget Committee Meeting - 8 May 2024 at 9:00 AM to be held at BCS Tweed Heads.
- Annual General Meeting – 10 July 2024 at 9:00 AM to be held at BCS Tweed Heads.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

## 7. Closure

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**MOTION** There being no further business the Chairperson declared the meeting closed at 10:20 AM.

**RESOLVED** that the motion be **carried** Yes 6 No 0 Abstain 0

## Attachments

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- Nil

## Secretary

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Please forward correspondence to:

Secretary of the Body Corporate

C/- Body Corporate Services Pty Ltd

Post Reply Paid 769, Tweed Heads NSW 2485

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