



20 March 2022

## COMMITTEE MEETING

**BODY CORPORATE FOR ALEXANDER APARTMENTS  
COMMUNITY TITLES SCHEME 10782  
2943 SURFERS PARADISE BLVD, SURFERS PARADISE**

Dear Owner

Please find enclosed the **minutes** of the recently held committee meeting for ALEXANDER APARTMENTS CTS 10782.

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.

Regards

Gary Austin-Eames

Strata Manager

# MINUTES – COMMITTEE MEETING

BODY CORPORATE FOR ALEXANDER APARTMENTS  
CTS 10782  
2943 SURFERS PARADISE BLVD, SURFERS PARADISE, QLD, 4217

These are the minutes of the Committee Meeting for the Body Corporate for ALEXANDER APARTMENTS CTS 10782 held Online only commencing at 10:00 AM (Qld time) on Friday, 4 March 2022.

## Present in Person

### Committee Voting Members

Chairperson	Robert Dunks
Treasurer	David Isbister
Ordinary Members	Bev Sheehy

### Committee Non Voting Members

Caretaking Service Contractor	Ryan Shen, Roy Wang.
Strata Manager	Gary Austin-Eames

## In Attendance

### With Notice

Invitee	
Lot no 33	Christine Lawrence
Lot no 20	Patrea Prior

## Apologies

Secretary	Andrew Hogarth
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## Proxies

Andrew Hogarth represented by proxy to Bob Dunks

**MOTION** That the committee approve the appointment of Bob Dunks to act as proxy for the Secretary.

**RESOLVED** that the motion be **carried** Yes 4 No 0 Abstain 0

## Chairperson of Meeting

Bob Dunks chaired the meeting.

## Quorum

The Chairperson confirmed that a quorum was represented and the meeting was declared open at 10.01 am.

## Casual Vacancy

*The Committee has the authority to fill casual vacancies. If a member's position becomes vacant, so long as there are sufficient numbers to form a quorum, the Committee may, within one (1) month after the position becomes vacant, either:*

- Appoint a person who is eligible to be a member of the Committee to fill the vacancy; or
- Call a general meeting to choose a person to fill the vacancy.

*If there are not sufficient numbers to form a quorum, the Committee must call a general meeting to choose a person to fill the vacancy.*

**MOTION** That Petrea Prior be appointed as Ordinary Member of the body corporate Committee to fill the casual vacancy that has occurred as a result of the resignation of Wayne Wright.

## 1. Confirmation of Minutes

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### Confirmation of Committee Meeting Minutes

**MOTION** That the minutes of the committee meeting held on 10/12/2021 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

## 2. Caretaking Service Contractor Report

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Ryan Shen  
Building Manager  
Alexander Holiday Apartments  
2943 Surfers Paradise Blvd  
Surfers Paradise QLD 4217  
(07) 5538 7777

25 February 2022

RE: First Quarter Building Management Report of 2022

Please review the following items for an update of the building's current management and maintenance status:

1. Care and cleaning of common areas
  - Bi-Annual pest Management Spray has been done
2. Care of lawns and gardens
  - Garden maintenance has been carried out as usual;
  - The spiky plant has been eradicated in the outdoor swimming pool, and the plant next to the garden side gate has been trimmed on the top;
3. Swimming pools and spa
  - Pool certificate has been successfully renewed;
  - Spa tiles fell off and it is still under discussion to the solution with contractor
4. Security
  - It was reported that there were some young guys yelling in front of our building on one day; building manager found they were from unit 2 customers and warned them not doing that again, and they did not do any suspicious things after that;
  - Unit 2 customer's car was found unregistered in the visitor parking. After identifying the car owner, building manager immediate asked the customers to move the car and stopped renewing the booking with them
5. Repairs
  - Unit 35 reported a kitchen window loose and James from unit 36 helped fix that issue;
  - New aircon was installed in the foyer;
  - The electrician fixed the circuit issue for the new aircon and it is now working well;
  - Auto Ingress replaced the batteries for the garden gate;
  - Indoor bathroom shower tap was broken and fixed by the Oceanside at the end;
  - Fix A Tile retiled around the shower tap after the plumber fixed the broken shower tap;
  - Lock Smith fixed the problematic lock in unit 10/28

6. Communal lighting
  - TNS replaced the faulty lights in reception, basement, and level 10 foyer;
  - TNS installed new timed lights for the indoor toilet, sauna and shower room;
  - TNS put a new light in the fire escape stairwell on level 5 as a sample, and Bob agreed to install the same light on each floor in the fire stairwell
  
7. Water System
  - Unit 39 was reported a water leaking owing to their damage of hot water tank. The water damaged the cupboard in the unit and also below unit's cupboard;
  - Building manager has liaised with plumber to install water tap in the basement
  
8. Drainage - Nothing need to report
  
8. Lift
 

Lift phone has been topped up and back to use. Bob is in charge of the lift phone top-up in the future;  
Lift brake is still not been fixed
  
9. Fire Hazards
  - Fire gate next to the outdoor swimming pool is currently not compliant with fire regulation; we need to get an exemption from the council and then fix the problem.
  
10. Fire Safety
  - The fire alarm in unit 6 bedroom was triggered one day. Fire brigade attended onsite and found it was just owing to the faulty fire alarm.
  
11. Insect eradication
  - Unit 1, 9 and 10 were reported cockroaches issue no long after Big Red did the annual pest control. Bid Red returned and did the service again;
  - Basement has found many live cockroaches running out from the chute room.
  
12. Advise body corporate of complaints
  - There are invoices have not been paid on time by body corporate;
  - Some owners complained it is hard to get the reply from strata manager;
  - Unit 4 owners complained cigarette buds in their balcony from upper units;
  
13. Signage – Nothing to report
  
14. Incident Report
  - Building fire alarm was triggered in unit 6 in the early morning. Building manager reacted quickly and located the fire alarm position. Building manager checked carefully and made sure there was no any fire, and then assisted the fire brigade to double check the issue again.

Additional items (Things need to discuss)

- Ceiling in the front entrance is cracking and paint come out;
- Updates for the rest of surveillance;
- Replacement for Lock Smith

Yours Sincerely,  
Ryan Shen  
Building Manager

The Caretaking Service Contractor provided a report, the contents of which are dealt with in conjunction with items arising from previous meetings and general business.

**MOTION** That the Caretaking Service Contractor's written report as tabled be accepted and a copy filed with the meeting papers

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

**Action** Strata manager

### Pool Gate

The pool certificate has been renewed; however, the gate is still non-compliant with fire regulations. Management has discussed this issue but has not taken any action. Need to seek exemption from Council for fire regulations

**MOTION** That Building Management follow up this issue.

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

**Action** Building manager

### Locksmith

Issues have been faced using the existing locksmith, who no longer travel down from Brisbane often enough to properly service the complex.

**MOTION** That investigations be made to transfer the registered key to another locksmith.

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

**Action** Committee

### Cleaning of Bin Area and Garbage Chute

Management requested that an additional cleaning of this area be undertaken. Committee requested that management get quotes for this work for consideration.

Management was also asked about the new pressure cleaner which had been purchased, to which they advised they had not yet tested it.

### Paintings in Foyers

Management was requested to rotate the paintings on foyers every 6 months.

**MOTION:** That management undertake this task.

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

**Action** Nil

## 3. Business Arising From Previous Meetings

### Outdoor Shower

It was further discussed that the Manager should replace screws in the Shower Head as the screws were missing. This submission had been requested previously but had been neglected

**MOTION** That the Building managers arrange to refix the shower head to the pole

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

**Action** Building managers

### Water Tank

**MOTION** That Building Management follow up this issue.

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

**Action** Building manager

### Lift Issues

The lift brake has been repaired

**MOTION** That no further action is required

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

**Action** Nil

**Sliding Door Noise**

Management has advised that no further complaints have been received. Owners are reminded that they need to maintain these doors themselves.

**MOTION** That no further action is required

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

**Action Nil**

**Signage**

There are issues that some of the signage cannot be read, and that other signs are rusting.

**MOTION** That quotations be sought to replace the signage.

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

**Action Building manager**

**Roof Membrane Cleaning**

The membrane cleaning is booked in for this month.

**MOTION** That this be removed from future agendas.

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

**Action Nil**

**Foyer Air Conditioner**

This has been installed and is working well.

**MOTION** That this be removed from future agendas

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

**Action Nil**

**PABX and Wi-Fi**

Issues that owners cannot contact reception via the internal phone system.

**MOTION** That this be checked by management.

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

**Action Building manager**

**Storeroom and Bikes**

The bike racks are yet to be moved.

**MOTION** That this be carried over to the next meeting

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

**Action Strata manager**

**Painting and Maintenance outside of Building**

The building wash down is scheduled take place in April.

**MOTION** That this be carried over to the next meeting

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

**Action** Strata manager

**Safety Bar to Basement**

These works have been delayed until March 2022

**MOTION** That this be carried over to the next meeting

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

**Action** Committee

**Windows**

The original abseiler is not available so anther contractor is required to secure windows where the hinges need to be replaced

**MOTION** that this be carried over to the next meeting

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

**Action** Strata manager

4. Correspondence, Reports and Notices

**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 5 No 0 Abstain 0

**Renovation Application – Lot 38**

**MOTION:** That the renovation application be approved.

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

**Renovation Application – Lot 45**

**MOTION** That the renovation application from Lot 45 be approved

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

**From Stephen Pemberton (Lot 54) Re Maintenance Issues**

Stephen Pemberton submitted correspondence advising his concerns regarding the preventative maintenance of the complex. The committee discussed this and discussed maintenance of the sun deck with management, and advised that they needed to ensure this was looked after.

**MOTION:** That the Committee has a walk around with management to inspect the complex.

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

**Action** Committee

**Tennis court maintenance**

Management was queried regarding the maintenance of the tennis court. Management claimed they did maintain this, but recent storms have made maintaining this an issue. Committee advised that this issue was noted long before the recent storms.

**MOTION** That action Tennis be called to assess the condition of the tennis courts, and if it is found that these have not been properly maintained, then management will be responsible for the costs to fix.

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

**Action** Committee

It was further raised that the sun deck near the manager’s unit needs to be cleaned, management could not confirm that they have cleaned this.

The general maintenance of the complex was discussed, with the Caretakers being requested if they can have a cleaning contractor appointed to look after these issues.

**Correspondence from lots 33 & 36**

The issues and correspondence between the lot owners was discussed

**MOTION:** That a Continuing contravention notice be sent the owner of Lot 36 regarding parking in the complex.

**RESOLVED** that the motion be carried Yes 4 No 0 Abstain 1  
**Action** Strata manager

Christine Lawrence left at 11.55 am.

5. Finance

**Statement of Accounts**

The Statement of Accounts as at 31/01/2022 were tabled, which showed balances as follows:

Administrative Fund	\$75,533.36
Sinking Fund	<u>\$435,151.74</u>
Total Owners' funds	<u>\$510,685.10</u>

**MOTION** That the Statement of Accounts as at 31/01/2022 as tabled be accepted.

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

**Payment and Recovery 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 owners of lots in arrears 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;

Building Management left at 12.05 pm.

**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.

Bank:	MBL	Acc Number:	184-466 304586712	Interest Rate:	Variable	Date:	At Call	Balance:	\$100,041.93
Bank:	MBL	Acc Number:	184-466 304220817	Interest Rate:	0.50%	Date:	04/04/2022	Balance:	\$200,221.92

**Motion:** That the funds in the at call account be moved to a term deposit.

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

**Action:** Strata manager /Treasurer

6. General Business

**Compliance**

- Lift Registration – Expires 31/01/2022
- Pool Certificate – Expires 23/01/2022
- Advertising Licence – Expires 31/08/2022
- Pool Licences – Expires 31/08/2023
- Lift Agreement – Expires 30/09/2026
- Sinking Fund Forecast – Issued 18/10/2019
- Insurance Valuation Report – Issued 03/12/2021
- Safety Audit Report – Issued 27/11/2020

**Motion:** That the above be confirmed.



**RESOLVED** that the motion be carried Yes 5 No 0 Abstain 0  
**Action:** Strata manager

### 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

The Strata manager to follow up with management regarding the asset register.

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

**Action** Strata manager

### Hosing of Balconies

Residents are reminded not to hose balconies, and be mindful when watering plants as the overflow runs on to other balconies.

### Request to Clean Balconies

A request was received to have the balconies washed down regularly. This can be looked at as part of the building washdown, although concerns were noted about any damage to balcony property.

### Alexander Owner Website

An owner has volunteered to maintain this for the Body Corporate.

## 7. Next Scheduled Meeting(s)

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

- Committee Meeting – Friday 24th June 10.00am at BCS Southport

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

## 8. Closure

**MOTION** There being no further business the Chairperson declared the meeting closed at 12.25pm.

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

## Attachments

- Newsletter

## Secretary

Please forward correspondence to:

Secretary of the Body Corporate

C/- Body Corporate Services Pty Ltd

Post Reply Paid 444, Broadbeach QLD 4218

Email [bcs\\_goldcoast@bcssm.com.au](mailto:bcs_goldcoast@bcssm.com.au)

Phone (07)55096666



# Alexander Holiday Apartments

2943 Surfers Paradise Boulevard, Surfers Paradise QLD Australia 4217

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## Body Corporate Newsletter No 24 Period Quarter ending March 2022

### WELCOME TO THE NEW ALEXANDER OWNERS

We welcome the several new Owners who have recently joined the Alexander Community. Please take the time to view our website [www.alexanderowners.com.au](http://www.alexanderowners.com.au) and read our By-Laws, House Rules, Body Corporate Information, Body Corporate Services Portfolio Manager, Notices and view the photos. The Website is however undergoing an upgrade.

### CARETAKER

Covid- During mid January the Building Manager who tested under Covid as positive, returned to work from Covid. The Office and surrounding apparel such as entry buttons, lifts, light switches etc were cleaned.

Staff- Apart from the Bldg Mgr, tested as free from Covid, took longer to return to work and one has not returned at all. The word is that he is too scared of Covid and he stays at home.

Other - We have not had a repeat of Covid in any general area, although two Owners developed Covid but stayed within their Unit.

Contract – I know it is slow, but the law is slow. The process of terminating the contract and agreed to the Contract being put on the market to derive the Market Value. In addition an Independent Surveyor will visit to determine the current tasks. This has been as a bone of contention with the current Caretakers, with them not doing what is required under the contract, which has been no problem with prior Caretakers.

### BUILDING

Bollards have been erected in the Visitors Car Park to defray damage to the walls. Cars reversing from the Car Park hit the wall.

Washing of the Building – This will occur in the 2<sup>nd</sup> week of April. This will defray the need to Paint the External Walls.

Walls – After the Building Wash, a contractor will repair the damage sustained to the Visitor Car Park and paint same.

Lifts – Eventually the Brake ordered last Year arrived and has been installed.

Water – The potable storage suffered a broken Float Valve and needed repair. Fortunately, there is two co-joined tanks and one was shut off, diverting water to the remaining tank. The effect was that next to no-one was aware of the trouble. The repair took approximately three week to source parts and repair.

Lights – These, when they are being progressively replaced with newer lower wattage bulbs, meaning cheaper energy consumption