

## Attachment 5

# MEETING AGENDA – COUNCIL OF OWNERS ONE KENNEDY

**Date and time:** 24 February 2025, 6pm.

**Attendees:** Matthew Scanlon (chairperson), Amy Thomasson (secretary), Ashley Granado (treasurer), John Mullett, Elizna Pelser, Quintin Pelser.

**Apologies:**

**Meeting opened at 6.06pm.**

### 1. VACANCY ON COO.

The COO received three EOIs for the vacant position. Each person who expressed interest was invited to address the current COO at the commencement of the meeting at separate times in 10-minute intervals. One of the three people who sent an EOI did not attend. The COO unanimously resolved to appoint Pedro Montenegro to the vacant position.

### 2. REVIEW AND CONFIRMATION OF PREVIOUS MEETING MINUTES

On a motion proposed by AG and seconded by JM the minutes for the previously held COO meeting were accepted as true and correct record of that meeting. SE has circulated the minutes to owners.

### 3. REPORTS/UPDATES

#### 3.1. Treasurer Report.

GE resigned from COO and treasurer role is therefore vacant. COO unanimously resolved to appoint AG as treasurer. End of February will be the next available treasury report. AG will report back at next COO meeting.

#### 3.2. Building Manager Report.

Gas bottle changed over. All are now full.

Painting guys – four companies were invited to quote, and have attended a site inspection prior to quotation for the painting works. Three smaller companies, and one larger commercial company.

Two quotes have been received to date. Perrott offering 10-year warranty, crack repair with protection for \$19,000. Perrott were the only company who offered a warranty. Given the current state of the complex, the COO resolved that a longer-term solution is preferred to avoid unnecessary maintenance costs.

The quotation amount exceeds the amount COO can authorise, therefore we will await the outstanding two quotes and obtain another quote from a comparably large commercial corporation to accurately assess. Otherwise, the matter will be referred to the AGM.

#### 3.3. Defects Update.

Two residents have requested a meeting with Elizna, largely to better understand the defects process. They propose that all owners be invited to attend this meeting, which will come at a cost to the building. This is essentially an extraordinary general meeting, which requires the support of 25% of owners to be called. In an attempt to avoid the need for such a meeting and for the benefit of all residents, we thought it might be useful to briefly outline the defects process.

1. The previous COO engaged Home Integrity to undertake an assessment of potential defects around the complex. Home Integrity provided a written report listing what it considered to be defects. The current COO then took this report and actioned it with the Building Commissioner.
2. This report was then provided to the Building Commissioner via a Notice of Proposed Complaint ("Notice"). The Notice identified the complaints and detailed the remedy sought in each case.
3. The Notice was then provided to the builder (Hanssen) for its response. Hanssen provided its response in October 2024. Some defects were accepted by Hanssen (eg, the works already undertaken to the area about storeroom 90 and the driveway tiling). Hanssen identified 23 issues that it would assess further, 3 defects that required additional proof and rejected 52 of the identified defects. The COO elected to move forward with the formal complaint process. Anyone is welcome to request a copy of Hanssen's response to the Notice by emailing [onekennedystrata@gmail.com](mailto:onekennedystrata@gmail.com) and copy Elizna ([elizna@strataelite.com.au](mailto:elizna@strataelite.com.au)). This document lists the defects in order (as identified by Home Integrity) and Hanssen's response.
4. The formal complaint was accepted by the Building Commissioner and we have moved to the investigation stage. We have been allocated a Complaints Officer who plans to refer the complaint items not accepted by Hanssen to their technical team for further assessment and a possible site visit once Hanssen has had the opportunity to assess the defects. Then we will have an idea of what Hanssen is prepared to do off the bat and we can negotiate additional items we think should be rectified. This is where the Building Commissioner comes in – they can help us advocate for ourselves.
5. SE met Terry (from Hanssen) onsite on 24 February to walk through some of the items. The pool room wall is a defect (6-year warranty on repairs) so that will be rectified as part of the process. Everything common property related marked as 'Assess' will be looked at by Terry (accompanied by Elizna) on 7 March. We are to keep the Building Commissioner informed as to whether a site visit/further action by them is needed once the assessment is complete.

This process has been delayed by the previous Strata Management Company (ESM) failing to provide the Building Commission with information as to the new Building Manager/Strata Management Company. ESM provided this information to the Building Commission on 3 February 2025.

Unlike ESM, management of the defects process is explicitly and deliberately within SE's scope. SE should be trusted to carry out this role under supervision of the COO (who have been elected to represent the interests of owners).

#### 4. MATTERS ARISING FROM PREVIOUS MEETING/ONGOING BUSINESS

4.1. Stairwell balustrade repair.

Complete but subpar paint job done around some of the anchor points. Contractor will reattend 25 February to quote other maintenance items and will look at the paint job to see if it can be improved in some way. NIL paint left so if it can be fixed up they will do so on another occasion when they are onsite.

4.2. Car park sweep complete.

4.3. Window cleaning complete.

4.4. Gym equipment servicing.

No servicing contract available. \$120 per call out. To ensure proper maintenance of the gym equipment for a commercial unit, the council have resolved to enter into a quarterly agreement. Additional charges for labour and parts for machinery which needs to be repaired or replaced will require approval before proceeding. Some residents have enquired about obtaining a rower – SE will obtain a quote.

4.5. Audit on access devices.

ESM were not keeping a record of which fob had been issued to which lot so this needs to be done. Alan from C&S has quoted \$1,800 for 6 days. Based on Elizna's previous experience, it is more likely to take 3 days (\$900). Alan will need to attend site and sight everyone's fob/remote to record the device number against their lot. COO unanimously approved the quote for 3 days.

4.6. Laptop replacement.

Alan from C&S has quoted \$1,200 for a replacement laptop, transfer of data and updated software etc. Computer didn't end up being feasible because it doesn't work with current screen and other necessary accessories (as well as the fact that the CCTV equipment is located in a cupboard). COO unanimously approved the quote.

4.7. Sauna.

SE spoke to Patrick from Custom Saunas and he will meet SE onsite to look at what we have and how this can be upgraded to a newer system as discussed. Patrick is aware of the urgency for the quote.

4.8. Cleaning contractor.

Subpar performance of cleaner has been an issue for some time now.

Current cleaner = \$49,920 per annum.

Midas = \$79,300 per annum.

Attitude = \$75,000 per annum.

All companies were invited to quote on the same scope (two hours per day, 6 days per week), except both Midas and Attitude will provide two people each day (rather than the current one). Meaning, for the additional price, the man-hours on site would be doubled.

All contracts received are for a duration of 12-months. SE to request 3-month probation period be included. SE to revert to Midas and see if they are willing to provide a more competitive price.

4.9. Pool contractor.

Again, recent subpar performance of pool contract has been noted by COO. Contractor is not proactive and does not check chemical levels etc.

Current = \$100 for ordinary visit (once per week).

Pool & Spa Mart = \$120 travel; \$130 per visit = \$250 per week.

Pool Service Perth = \$94.50.

COO unanimously resolved to appoint Pool Service Perth.

4.10. Air conditioning in residents' lounge.

ALR was onsite on 17 February but was sent the wrong part so will be returning to do the repairs upon receipt of the correct part (hopefully first week of March). Costs for the repair and parts have been on-charged to the responsible unit.

4.11. Roof rectification.

Some issues noted causing water damage in hallways and some units. SE arranging to meet roof plumber and builder to look at this as well as unit 81.

SE has confirmed roof anchor points certification has been completed.

4.12. Gutter cleaning.

The COO are aware of current defects affecting the roof. To avoid claims contractors caused the damage (and hanson not accepting them as defects) the COO have requested that the gutter cleaning be scheduled for early April, after Hanson have assessed the roof, per item 4.11, and prior to the start of winter.

4.13. Painting.

See item 3.2.

4.14. Wasps and pest control.

General pest spray to common areas for spiders and cockroaches complete as well as the wasp nest removal in the fence.

Due to the number of incidents of rodents and general pests within the area, the COO have resolved to enter into a maintenance contract (quarterly – general pest and rodent).

4.15. Council of Owners Code of Conduct.

Approved unanimously.

4.16. Signage for BBQs and 'No Smoking'.

SE is making a laminated sign to place on the BBQ compartment with the empty cylinders to advise that the valves on these bottles should not be re-opened.

SE has also acquired no smoking signs to be placed around the complex.

4.17. Smelly drains.

SE attended site to flush out the drains to address the issue in a timely fashion. Tap handle has been ordered. Engineering advice obtained free of charge from AG - drains are designed and constructed to standard. Building manager to flush drains monthly to avoid build up in grease trap.

4.18. Plants.

Area near Railway Parade entrance and big bin room replanted by GE and JM (altruistically, no payment given to either GE or JM).

4.19. Portal access.

The COO and Strata Elite appreciate your patience as all of the reports and information from the ESM handover is compiled and uploaded to the system. This portal is similar to the one provided by ESM where residents can view financials, bills, and quick links to useful documents etc.

4.20. Loose fire sensor.

ADC attended site. Fire sensor has been fixed. Bracket had broken off.

4.21. Letterbox relocation.

Given recent security issues, SE has met with Aussie Clothesline onsite. They will need to come back with another contractor to help look at the ideal location to move them too (in consultation with Australia Post) –A quote will be provided after this. Gave verbal indication of \$1,400 (not including cost to brick up the wall).

## 5. NEW BUSINESS

5.1. Retic.

Garden Care West to do a full audit of the retic to ensure all the stations work. Elizna to accompany them in this process.

5.2. Grassed verge area.

Reticulation keeps breaking as a result of people running over it by parking, which is costing us money due to water wastage.

COO have previously investigated bollards, or boulders to assist in preventing parking on the verge. City of Bayswater have advised that is a fire-safety clearway requirement for access to the hydrant.

Alternative solution was raised at the meeting. SE to ask City of Bayswater whether we can concrete over the area and potentially paint it with 'No Parking'.

## 6. ANY OTHER BUSINESS

6.1. Firm alarm – 27 December 2024.

Resident who assisted in the fire alarm notified the COO that they felt as though the COO should be notified for fire-alarms and assist coordinate these events.

This was raised with Strata Elite, and the question asked as to our responsibilities as the COO as well as how we can assist to ensure the safety of the residents.

The only people who would be qualified to be notifiable in that situation would be fire-wardens, The size of the complex means One Kennedy are not required to have one. Given that training would come at an additional cost, and the continued

maintenance of that qualification would be required to be upheld from the date one was appointed, the COO have decided not to proceed.

The complex is in line with Australian standards for fire safety, and there are evacuation plans around the complex. Every resident is responsible for their own safety, as is the usual situation in an emergency. The COO appreciate those who volunteer to assist the community when these situations arise, especially during the holiday periods.

Commercial lot 70 has been on-charged for all costs associated for 27 December 2024, given their contractor caused the alarm.

#### 6.2. Parking fines.

SE will be issuing fines when next on site and will continue to monitor repeat offenders.

Residents should note- that parking in the visitors bays will now be considered a breach of BOTH Wilson's parking rules, and the Strata By-laws. This could eventuate in 2 separate fines both being applicable to residents misusing the facilities.

#### 6.3. House Rules

Recently amended to remove the reference to wheel clamping (which was banned in WA in 2021) and emphasise that smoking is not permitted in courtyards, on balconies or in common areas. COO to consider further amendments a next meeting.

A copy of the amended House Rules has been uploaded to Facebook by AT and a paper copy will be posted in each resident's mailbox.

### 7. CONCLUSION

There being no further business, the Chairperson (MS) declared the meeting closed at 7:42pm.