PHILLIPS LANDING COMMUNITY ASSOCIATION DP 270051

Committee Meeting Minutes

Date: Monday, 26 October 2026
Time: 6:15pm
Venue: Captain's Club Room
Meeting: Opened: 6:15pm

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1. Attendance

Committee Members Present: S Johnson (Chairman, Hunter); P Marques (Lindsay); K Saville (Lawson); G Patterson (Macquarie).
Building Representatives: J Olander (Golden Grove - Lot 3); P Sheldon (Wentworth - Lot 8)
Other Attendees: T McGann (Premier Strata Management); L Martin (PSM); M Longhurst (PSM); A Musumeci (AFM), M Musumeci (AFM) and C Atme (AFM).
Visitors: G Creech (Scarborough - Lot 5); J Miller (Golden Grove – Lot 8)

2. Apologies

Nil

3. Determine Quorum

The Chairman confirmed that a quorum was present and declared the meeting duly constituted.

4. Confirmation of Previous Minutes

a) Confirm minutes of the previous Committee Meeting (31/8/26)

Resolution:
The Committee RESOLVED that the minutes of the previous Committee Meeting held on 31 August 2026 be confirmed as a true and accurate record.
Outcome:
The minutes were confirmed as a true and accurate record.

b) Matters arising from previous minutes

PLCA Action items included in the minutes of the 31/8/2026 committee meeting PLCA Action Register were reviewed with the outstanding items recorded in the PLCA Action Register attached.

5. Facilities Manager's Report

a) Table Facilities Manager's Summary Report

Resolution:

The Committee RESOLVED that the Facilities Manager's Summary Report be received and tabled.

Outcome:

The report was received and tabled. Building Management Items 1-6, 8 and 12 were reported as ongoing with actions listed in the building management report. Item 7 Storm Water Pit was referred off to the PLCA to determine which contractor to proceed with.

Item 9 Pond Waterproofing – Approved.

Items 10 11 were referred back to the PLAC for further discussion.

b) Operational update and outstanding action items

Resolution:

The Committee RESOLVED that the operational update and outstanding action items be received and noted.

Outcome:

1. **Brick Retaining Walls & Pillar Repairs - Case #20**	Ongoing
2. **Traffic Safety Mirror – Case #45**	Ongoing
3. **Picket Fencing Replacement – Case #62**	Ongoing
4. **Borrowdale & Lawson - Possible Damage Due to Large Trees – Case #79 & #83**	Ongoing
5. **Council Enforced Parking – Case #63**	Ongoing
6. **Pathway Pressure Cleaning – Case #74**	Ongoing
7. **Stormwater Pit Cleaning – Case #103**	Ref to PLCA
8. **Captains Club & Pool Building Painting – Case #115**	Ongoing
9. **Pond Waterproofing Failure – Case #4**	Approved
10. **Damaged Road Repairs – Case #69**	Refer PLCA
11. **Replanting Behind Eastern Pool & Irrigation – Case #73**	Refer PLCA
12. **Booster Assembly Upgrade & Flow Testing – Case #88**	Ongoing

6. Financial Report

a) Financial Position Report

Resolution:

The Committee RESOLVED that the Financial Position Report be received and noted.

Outcome:

K Saville, Treasurer, reported a balance of $208,670.45 as at 30 September 2026.

b) Levy Arrears Report

Resolution:

The Committee RESOLVED that the Levy Arrears Report be received and noted.

Outcome:

No schemes were in arrears.

c) Auditors Report

Resolution:

The Committee RESOLVED that the Auditors Report be received and noted.

Outcome:

The report will be included with the AGM agenda for 7/12/26.

d) Review Proposed budget for 2026 -2027

Resolution:

The Committee RESOLVED that the Proposed budget be approved as:

Administration fund: $354,000.00

Capital Works Fund: $180,000.00

It was noted this was essentially the same as the previous year's levies with a slight rounding to the administration fund only.

Outcome:

The Proposed budget will be included with the AGM agenda for 7/12/26.

7. Maintenance

a) **Ratify projects** - approved between meetings:

i. Replacement of two Pool Side umbrellas (tabled at meeting)

ii. Replacement of Bio Filter System for the Fishpond (tabled at meeting)

iii. Supply and install External Bollard lights at the front of the Captains Club (tabled at meeting)

iv. Elizabeth pathway garden landscaping. – Madden Landscapes Quote acceptance #4856

Resolution:

The Committee RESOLVED that all the above items approvals be ratified.

b) **New Works**:

To consider:

i. **Quote for pond refurbishment**

Tender from 1st Place Building Services attached (tabled at meeting)

Resolution:

It was RESOLVED to procced with the works and accept the quote from 1st Place Building Services Pty Ltd per tender document received from Altitude Building Management totaling $22,437.39. The Managing Agent was authorized to sign contract~~s~~ and the Treasurer pay invoices in relation to this work.

ii. **Quote for roadway paving**

Oz Pave quote (tabled at meeting)

Resolution:

The Committee RESOLVED to defer this matter for greater consultation with community representatives before making a decision.

8. Building and Landscape Applications

a) Lot alteration application - Lot 2 SP 50915 (air-conditioning installation) (RATIFY – Approval)

Resolution:

The Committee RESOLVED that the approval be granted for the air-conditioning installation at Lot 2 SP 50915 be ratified.

For	Against	Abstained
4	**0**	**0**

Outcome:

The approval was ratified. The Strata Managing Agent was authorised to sign the approval application and send it to the applicant.

Consider any additional building applications received prior to the meeting

b) SP 47898 Golden Grove – Submitted an application for the colour of Gutters and downpipes.

Golden Grove sort to have the gutter colour of 'Merino' and down pipes of 'Evening Haze (Nb: Dusk is the same colour by a different firm) approved.

Resolution:

The Committee RESOLVED that the approval be granted as above for SP 47898.

Outcome:

The Strata Managing Agent was authorised to sign the approval application and send it to the applicant.

For	Against	Abstained
4	**0**	**0**

9. Environmental Matters

a) **Hedge Trimming**

Discuss parameters for the maintenance of hedges within Phillipos Landing.
KS proposed that the delineation for the maintenance or hedging to be as follows:

1 The Community Association is responsible for the trimming and maintenance of hedges and plantings, planted on PLCA Community Property. This includes the foreshore area that the PLCA is responsible to maintain by arrangement with City of Canada Bay Council.
2 Individual Strata Schemes are responsible for trimming and maintenance of hedges and plantings, planted on their Strata Scheme Common Property.
3 Lot are responsible for trimming and maintenance of hedges and plantings planted on their Individual Lot.

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PS pointed out that for consistency the maintenance of some hedges had been done by the gardener when attending CP. KS advised that following discussions with PL Strata Scheme members the feedback was that most Strata Schemes and or Lot owners maintained their hedges trimming within Strata Schemes and or Lot boundaries.

Resolution:
The Committee RESOLVED to defer discussion on this matter.
Outcome:
It was felt that more discussion needed to happen around this issue and the matter was taken back to the PLCA.

10. Other Business

a) Washing on balcony

Resolution:
The Committee RESOLVED that the this was a matter best addressed by the individual strata's buildings within the community.
Outcome:
That a communication be sent to representatives to ensure residents adhered to by-laws of the community and their individual scheme.

b) Gym membership for neighbouring property – issue notices at current rate + CPI increase.
Resolution:
The Committee RESOLVED to issue notices for next Calendar year as above.

Outcome:
Strata Managing Agent to issue notices.

c) Provide reply to request for information to lot 6 SP 50915
Discussion: It was noted that this matter was first raised to the PLCA in 2021.
The PLCA had sort legal advice and a survey report. It identified landscape feature is 600mm in height – anything above that is a retaining wall. Correspondence has been drafted addressing the matters raised by the correspondent. The position of the PLCA was to again confirm the decision for mooted by the presiding PLCA of 2021 and confirmed that the areas of concern were indeed entirely within the bounds of the strata concerned and that this matter was solely the responsibility of the owners corporation of SP 50915 Chisholm alone.

Resolution:
The Committee RESOLVED to send the drafted response to the correspondent.

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13. Next Meeting

a) Confirm date and location of the next Committee Meeting
Resolution:
It was RESOLVED that the next committee meeting be held immediately following the AGM of the 7th of December 2026 to appoint the office bearers.

Close of Meeting: 7:35 pm

PLCA Action Register from 26/10/26 Meeting

No.	Action Item	Responsible
2610-1	Determine which contractor to proceed with for Stormwater Pit Cleaning (Case #103).	PLCA Committee
2610-2	Include the Auditors Report with the AGM agenda for 7 December 2026.	Managing Agent
2610-3	Include the approved 2026/2027 Budget with the AGM agenda for 7 December 2026.	Managing Agent
2610-4	Proceed with pond refurbishment works and manage contract execution and payment of invoices.	Managing Agent / Treasurer
2610-5	Undertake further consultation with community representatives regarding the proposed roadway paving works.	PLCA Committee
2610-6	Sign and issue the ratified air-conditioning approval for Lot 2 SP 50915.	Managing Agent
2610-7	Sign and issue the approved gutter and downpipe colour application for SP 47898 Golden Grove.	Managing Agent
2610-8	Continue discussions regarding hedge maintenance responsibilities and return the matter to a future PLCA meeting.	PLCA Committee
2610-9	Send communication to community representatives regarding compliance with community and strata by-laws relating to washing on balconies.	Managing Agent / Representatives
2610-10	Issue gym membership renewal notices for the neighbouring property incorporating the current rate plus CPI increase.	Managing Agent
2610-11	Send the drafted response to Lot 6 SP 50915 regarding the request for information and retaining wall correspondence.	Managing Agent
2610-12	Convene the next Committee Meeting immediately following the AGM on 7 December 2026 to appoint office bearers.	Committee / Managing Agent

PLCA Action Register - Items Carried Forward

No.	Action Item	Responsible	Progress
2608-3	Monitor progress of repair /replacement of fence palings.	Facilities Manager	Ongoing
2608-4	Investigate concepts and designs for alternative fencing, Time frame for a report to be provided to stakeholders for discussion - 2027 / 2028.	Facilities Manager/ PLCA Committee	Ongoing
2608-6	Investigate the leaning hydrant located in front of Barrington	Facilities Manager	Ongoing
2806-13	Prepare for and convene a Special General Meeting in February 2027 to consider future facilities management arrangements	Committee / Secretary	Ongoing
2608-15	Revised work order, agreements and expenditure approval procedures between the Committee, AFM and PSM	Treasurer	Ongoing
2608-16	Place the Exterior Colour Scheme Guide on a future agenda for ratification	Secretary / Managing Agent	Ongoing
2608-17	Determine whether the Exterior Colour Scheme Guide should be referred to a future AGM	PLCA Committee	Ongoing
2608-20	Continue monitoring and managing illegal parking on Governors Drive	Facilities Manager	Ongoing