

PHILLIPS LANDING COMMUNITY ASSOCIATION DP 270051

Committee Meeting Agenda

Date: Monday, 31 August 2026

Time: 6:15pm

Venue: Captain's Club Room

1. Attendance

2. Apologies

3. Determine Quorum

4. Confirmation of Previous Minutes

- a) Confirm minutes of the previous Committee Meeting (28/4/26)

5. Facilities Manager's Report

- a) Table Facilities Manager's Summary Report
- b) Operational update and outstanding action items

6. Maintenance and Capital Works for Community Property

- a) Scarborough Frontage Landscaping Project update
- b) Elizabeth Pathway Landscaping project update
- c) Building name and address signage replacement works
- d) Refurbishment of the Western Toilet Block
- e) Replacement of damaged and missing picket fence palings
- f) Tree Risk Assessment and recommended remedial works
- g) Hydrant System Overhaul - Dual-head hydrant standpipe compliance to be reviewed
- h) Hydrant System Overhaul - Consider obtaining alternative quotations for non-compliant Booster tank upgrade & Hydrostatic Test works.
- i) Appointment of a Garden Maintenance Service Provider for the upcoming 12 Months.

7. Financial Report

- a) Financial Position Report
- b) Levy Arrears Report
- c) Capital Works Fund Update

..... **Brief Recess**

8. Facilities Management and Governance

- a) Consider the proposed extension of the Altitude Facilities Management Agreement
- b) Consider execution of the Deed of Amendment for Altitude Facilities Management
- c) Review procedures for work orders, contracts and expenditure approvals
- d) Confirm that a motion to continue the engagement of a Facilities Management Company is to be listed in the agenda of the AGM to be held in December 2026 or in the agenda of a Special General Meeting to be held in February 2027.

9. Community Policies and By-Laws

- a) Review and adoption of Captain's Club Rules and By-Laws
 - i. including any application of a bond
- b) Review booking procedures, fees and conditions of use
- c) Consider the Exterior Colour Scheme Guide for Strata Buildings
- d) Determine whether the Exterior Colour Scheme Guide should be referred to the next Annual General Meeting

10. Building and Landscape Applications

- a) Lot alteration application - Lot 12 SP 51975 (air-conditioning installation) (RATIFY – Approval)
- b) Consider any additional building applications received prior to the meeting - NIL

11. Waste Management and Environmental Matters

- a) Consider the City of Canada Bay FOGO Program
 - i. Discuss implementation options for 2027 or 2029
 - ii. Review any feedback from consultation with Strata Representatives and residents

(Nb: The Committee's preference is for the early adoption in 2027 as two schemes have already been trialling the green bins. Any REP needing to communicate an alternate position for their scheme should do this to the secretary prior to the meeting.)

12. Other Business

- a) Ratification of decisions made between meetings
 - Ratification of engagement of Madden Landscape Maintenance Pty Ltd for landscaping works (RATIFY APROVED)
- b) Other business notified prior to the meeting
- c) General business raised by committee members
 - Illegal parking on Governors Drive – Possible solutions

13. Next Meeting

- a) Confirm date and location of the next Committee Meeting

Close of Meeting

**Phillips Landing Community Association DP 270051
247 Burwood Road Concord NSW 2137
www.phillipslanding.net**

**Minutes of Association Committee Meeting
Held on Tuesday 28th April 2026 at 6.15pm**

Present	S Johnson (Hunter); B Ko (Bligh); P Marques (Lindsay); K. Saville (Lawson)
Chairman	S Johnson
1. Attendance – Building Representatives	T McGann (Premier Strata Management); D Hansen (Chisholm - lot 5); P Sheldon (Wentworth - lot 8); M Musumeci and C Atme (Altitude Facilities Management)
Attendance - Visitors	D Webster (Barrington – lot 12); G Creech (Scarborough – lot 5); S Reddy (Chisholm – lot 4); P. Broadhead (Chisholm – lot 1)
2. Apologies	G Patterson (Macquarie)
3. Quorum	It was noted that a quorum was present, and the meeting opened at 6:20 pm
4. Minutes	It was RESOLVED that the minutes of the Association Committee meeting held on 2 nd February 2026 be confirmed and adopted.
5. Facility Managers Report	a) MM presented the report and it was tabled as an addendum. b) Actions were recorded by MM and the Altitude Team.. Approvals from Facilities Manager Report Garden & Lawn Quotations – Case #16 1. Lawn outside Borrowdale is uneven and needs to be levelled/sloped toward the drainage pit. Lawn needs to be replaced. 2. Garden area in between Alexander & Golden Grove to be populated with Buxus hedges along the high metal garden edging with Agapanthus or similar in behind to fill out the area. It was resolved to proceed with the quote from Madden Landscapes - \$5,753 incl. GST (Inclusive of 32 x Buxus & 50 Agapanthus) Captains Club 4G Signal Booster – Case #31 That approval granted by the AC to purchase a 4G Signal booster \$695.00+ GST be ratified. - The above purchase was ratified.

6. Maintenance and Capital Works for Community Property	a) <u>A Plus Fire - Hydrant valves</u> replacement \$12,700.00. That approval granted by the AC (by email on 20/3/2026) for works required for AFSS certification be ratified. - <i>The above motion was RESOLVED.</i> b) <u>Fountain / Water Feature</u> - Report, quotations, and directions to be discussed. - <i>The above motion was DISCUSSED within the Facility Manager's report, with agreed actions.</i> c) <u>Signage</u> - upgrading of CA signage - <i>The above motion was DISCUSSED within the Facility Manager's report, with agreed actions.</i> d) <u>Irrigation Systems</u> - Audit and quotation - <i>The above motion was DISCUSSED within the Facility Manager's report, with agreed actions</i> e) <u>Abloy keys</u> - That the committee be updated following the audit of the Community Association Abloy keys and locks plus the re-calibration of some Abloy keys and locks. <i>KS repoted that an abloy keys audit had been conducted noting some REPs were still to return keys, and some locks need to be re-keyed to the appropriate security level</i> f) <u>Defibrillators</u> – discuss whether the cabinets should be kept locked or not. <i>SJ stated that the defibrillators should be still lockable with common area key. DN asked if there a standard, KS advised that there was no recognised standard. PG stated he was responsible for the placement; and suggested the be kept as is with a key.</i> <i>SJ says whoever is in the pool area has a key to get in. So they also have key to the difibirilators. Altitude does monthly check.</i> - <i>IT Was RESOLVED that they be kept as is.</i> g) <u>Garden Maintenance</u> – i. Scope of Works for garden maintenance services, horticulture services, tree pruning services, to be developed by the Facilities Manager with the assistance of the gardening sub-committee and others and provided to the Committee for discussion and approval by 30 May 2026; ii. Tenders / Quotations for Garden maintenance services, horticulture services, tree pruning services be requested (using the scope of works above) from suitable service providers - <i>It was RESOLVED to formalize the SOW for gardening tenders. PS to be involved. PS, KS, MM met with Peter Smilie about what the committee was planning to move toward, and that he would be invited to tender.</i> h) <u>Slab lifting</u> - Jacaranda raised by (52390) - <i>It was RESOLVED that this be addressed as part of audit of trees.</i>
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7. Garden Sub-Committee	a) <i>That the future direction regarding <u>gardening maintenance services</u>, horticulture services and tree pruning services be discussed.</i> <i>The above motion was DISCUSSED within item 6(g) above - with agreed actions.</i> b) <u>Gardening Report</u> <i>PS presented the gardening report a copy of which was tabled and appears as Appendix b to these minutes. Of note was landscaping of Scarbrough foreshore – see report and irrigation, source of water. Eg whose tap will be doing irrigation, the strata building or the plca . or a dedicated tap.</i> <i>ELIZABETH – path, KS/PS reported that there wouldn't be any minor planting until the irrigation issue is resolved. However minor planting along Elizabeth could be done.</i> <i>ACTION: MM will follow through on the tender process.</i>
8. Financials	Current Funds: a) <u>Financial Position:</u> It was RESOLVED that the financials be reviewed and accepted as at 28/04/2026 funds balance was \$99,358.90 for the Administrative Fund and \$221,647.24 for the Capital Works Fund. <i>The PLCA's financial position was reported by the Treasurer KS.</i> b) <u>Gardening Costs:</u> <i>The Treasurer raised concerns regarding garden maintenance expenditure which is anticipated to be over budget and in excess of the contractors quotation.</i> c) <u>Draft revised 10-year CWF Plan to be discussed.</u> <i>It was RESOLVED that the PLCA works toward a September time frame for preparation and presentation of PLCA budgets for the upcoming year, to provide estimated levy contributions for Strata Scheme. SJ requested KS to send list of changes and work out what is different from previous year to present KS to provide. Working party to be formed.</i> c) <u>Levy Arrears:</u> It was noted that ALEXANDER(47656) was in arrears by \$10,425.77 and ELIZABETH (51584) was in arrears by \$12,339.56 as at 28/04/2026 but within 30 days of the due date. <i>The strata managing agent will be contacted for payment and REP advised, once the 30 day period has expired.</i>

8. Financials CONT'D	<u>Term Deposit:</u> - communicate new term entered into by executive. <i>KS advised that as the PLCA presently had around \$350,000.00 he had requested some capital works funds be invested in two \$50,000.00 term deposits for 3 and 6 months respectively. The decision was ratified.</i>
9. Policy and Procedure	a) <u>Procurement Policy Guidelines:</u> - for discussion and approval - Procurement of Goods and Services Guidelines. <i>Motion RESOLVED</i> b) <u>Letterbox Policy:</u> - Ratify "Re-painting of Strata Scheme letterboxes approved by AC (by email, February 2026). <i>It was RESOLVED that each scheme's colour should determine the painting protocol for their respective letterboxes.</i>
10. Alterations under landscapes code	Strata Scheme and Lot Owners Additions / Alterations under landscapes code painting a) <u>Alexander</u> - painting application <i>The above mater was DEFERRED as not all supporting documentation had been able to be supplied by the scheme's Strata Agent and committee in time. This matter would be considered in the ensuing months once supplied.</i> b) <u>Barrington</u> - painting application <i>The above application was RESOLVED in the affirmative, with DW speaking to the matter, insurance, quotes and committee minutes from Barrington were all tabled. Some discussion focussed around the final colour choice and it was determined that DW and PS should consult the confer with the scheme but subject to that determination it was provisionally approved.</i>

11. By-Law	CMS – By-Law Breaches a) <u>Vehicles parking</u> - illegally <i>It was RESOLVED to issue a breach letter to a resident for having a car parked in the wash bay area vehicle registration BMW CQ88JQ belonging to u5.</i>
12. Council Forum	Council forum – report back a) <u>Maintenance of shared pathway, FORSHORE WALK</u> <i>SJ attended a recent community forum sponsored by the council. He provided a verbal report on matters discussed. He advised it was council's position to endeavor to join up walkways. SJ advised he advocated for the consistent surfacing of the footways to avoid trip hazards.</i> b) <u>Maintenance of Phillips Landing Wharf</u> <i>It was further illuminated that yearly community grants were available through Maritime Services and overseen by council. SJ suggested the formation of a working party to progress this matter to see if these may be able to be applied to wharf maintenance and upkeep.</i> c) <u>Bushell's redevelopment</u> <i>SJ reported that the Bushell's development was going through state government as a significant development and was outside the remit of council.</i>
13. Chisholm Retaining Wall	Consider advice regarding landscape and retaining wall Chisolm/Community a) Note Citisurv survey findings. <i>The survey report was tabled.</i> b) Review Thomas Martin advice. <i>The legal advice was tabled.</i> c) Minutes of the PLCA meeting of 18/5/21 <i>These minutes and the previous findings were tabled.</i> d) A timeline of the outline of the retaining wall investigation was provided by SJ. <i>Discussion ensued with DH raising the vegetation surrounding the retaining wall.</i> <i>A decision on this matter was DEFERRED in order for SJ and KS to meet with STARA Representative on the 5 May 2026 and view the retaining wall in situ and then bring observations to the committee for a position to be reached by the members of the PLCA Committee.</i>

10. Other items	a) <u>Electrical Metering</u> <i>KS suggested the opportunity be taken to have the Meters upgraded to Smart Meters. This service is provided by the electricity firm free of charge. The PLCA RESOLVED to do so. The SMA would communicate this request through our electricity provider.</i> b) <u>Consolidated CMS.</u> <i>KS proposed that the consolidation of the Original 1998 PLCA Management Statement with all registered and amended by-laws registered and listed on the Certificate of Title as of 28 April 2026 be undertaken. KS indicated that some preparatory work would be necessary prior to engaging the PLCA's law firm to perform the work. It is proposed that the consolidated document be presented at the PLCA AGM for approval prior to registration with the LRS office. A fee proposal to be obtained by the SMA.</i>
Next Meeting	PLCA Monday 14 September 2026 - 6:15pm AGM - Monday 7 December 2026 – 6:15pm at the Captains Club, followed by the PLCA Meeting
Closure	The meeting closed at 9:00 pm.



**ALTITUDE
FACILITIES
MANAGEMENT**

Elevating Your Expectations

MANAGEMENT REPORT

PREPARED FOR:

PHILLIPS LANDING – DP 270051

MEETING DATE:

31 August 2026

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COMMUNITY ASSOCIATION MEETING MANAGEMENT REPORT

Prepared for:
PHILLIPS LANDING – DP 270051

CASES FOR ASSOCIATION COMMITTEE CONSIDERATION/DISCUSSION:

1. Pond Waterproofing Failure – Case #4

Resolve Remedial - \$24,847.50 + GST (sheet membrane + 10 years warranty)

1st Place Building Services - \$21,771.15 + GST (fibreglass membrane + 10 years warranty)

Smithy's - \$14,500 + GST (no allowance for relocating the rocks, no allowance for works on the filtration pit)

No confirmation around warranty.

2. Captains Club External Lighting – Case #10

Quotation to install 6 x Domus bollard lights, 3 on either side of the stairs, matching the existing bollard lights around the complex. **Rolec Electrical** – \$4,880 + GST.

3. Brick Retaining Walls & Pillar Repairs - Case #20

A number of the brick retaining walls are leaning due to tree roots or inadequate footing/support. They will likely need to be underpinned or fully rebuilt based on their extent of degradation. We have issued quotation requests to two contractors to assess the walls/pillars and provide quotations for repairs to be carried out.

4. Borrowdale - Possible Damage Due to Large Trees – Case #79

Per advice from Will Dunlop, quotation has been sought from **Noviion Engineering** - \$2,591 + GST.

Borrowdale has agreed to cover half the cost at this stage. We are awaiting advice from Noviion on excavating the area prior to inspection.

5. Gardening Tender – Case #59

Peter Smilek	ICCC Group	Madden Landscapes	Green By Nature
\$133,120 + GST	\$112,320 + GST	\$124,800 + GST	\$195,388.29 + GST
32 hrs x 52 weeks x \$80.00 per hour	13 weeks x 24 hours & 39 weeks x 32 hours	13 weeks x 24 hours & 39 weeks x 32 hours	Hours not specified.

The Committee have been provided with examples of a site which each contractor maintains as a reference.

6. Picket Fencing Replacement – Case #62

We are in the process of obtaining quotations to replace the fencing with PVC/Aluminium options.

7. Council Enforced Parking – Case #63

“No Stopping” signage required every 25-30m on both sides of the road. Awaiting Committee instructions.

8. Pathway Pressure Cleaning – Case #74

Request from Borrowdale for their staircases to be cleaned as they were not completed during the last Community Association scheduled clean. Total quoted cost - \$300 + GST.

9. Lawson Driveway – Case #83

Per advice from Will Dunlop further investigations to be undertaken on the driveway slab outside Lawson,

CASES FOR ASSOCIATION COMMITTEE APPROVAL:

10. Damaged Road Repairs – Case #69

NJK: Patch Repair - \$33,250 + GST | Asphalt Replacement- \$38,250 + GST

1st Place Building Services:

Patch Repair - \$15,247.95 + GST |



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Asphalt Replacement - \$32,351.73 + GST

OzPave: Crack Sealing Only - \$5,512.50 + GST | Asphalt Replacement - \$28,513.45 + GST

T&L Asphalting: Refer to quotation for pricing.

OPEN CASES/IN PROGRESS:

11. General Locksmith Items – Case #12

We are awaiting delivery of a padlock for the garden shed, all other works have been completed.

12. Picket Fencing Repairs – Case #14

1st Place Building Services are attending site approximately once per month to conduct various picket fencing repairs as necessary. Urgent repairs (Units 1 & 6 Wentworth) have been completed.

13. Western Toilet Block Refurbishment – Case #17

Works scheduled to commence on 20 August 2026.

14. Community Lighting Repairs – Case #27

We will be undertaking an audit of all the community lighting and arranging repairs accordingly.

15. Site Tree Audit – Case #45

The Committee requested that Temporal Tree Management (Level 8 Arborist) be engaged to assess 305 trees in Phillips Landing. This included investigations of trees suspected of causing structural damage at Borrowdale and driveway damage at Lawson

16. Scarborough Landscaping Works – Case #54

Works scheduled to commence on Monday 24 August 2026.

17. Elizabeth Building Pathway – Case #55

Works scheduled to commence on Monday 24 August 2026.

18. Treadmill Belts – Case #75

Quotation approved on 13 August 2026, awaiting date of works to be scheduled.

19. Replacement of Fishpond Filter – Case #84

D-Scapes - \$6,790 + GST

Tradewise Group - \$7,767.33 + GST

BY-LAW COMPLIANCE & APPLICATIONS:

20. Illegal & Double Parking – Cases #68, #85, #86, #89

Since our commencement, we have been placing notices on windshields of illegally parked vehicles. These include the following:

Silver Subaru – FNM 16B

- Parked in front of Alexander (19/07 & 2 – 4/08).

Blue Genises – FBY 76F

- Parked opposite Barrington

(19/07).



COMMUNITY ASSOCIATION MEETING MANAGEMENT REPORT

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White MG - FSY54K

- Parked opposite Barrington (23/07).

White Toyota - FCF52L

- Parked in front of Macquarie (19/07).

CLEANING SERVICES:

During our daily and fortnightly building inspections, we monitor cleaning performance and ad-hoc cleaning services that may be required. Recommendations are provided and quotations arranged where necessary.

21. Phillips Maintenance

Scope of works received since the last PLCA meeting, filed in Mybos accordingly.

Discuss increasing their scope to include further duties.

MAINTENANCE SCHEDULE & AGREEMENTS:

Please find attached maintenance schedule & agreements for the current financial year.

Documents:

- DP 270051 Phillips Landing - Compliance & Maintenance Schedule 2026

UTILITY ACCOUNTS

To monitor consumption and review options for improving energy efficiency please find below summary of your utilities accounts, cost and consumption figures.

ELECTRICITY			
Supplier	Meter No. (NMI)	Contract Expiry	Comments
AGL	41027327500	April 2027 TBC.	Nil.

WATER		
Supplier	Meter No.	Comments
Sydney Water	ELGLJ0340 BGKG2229	Sydney Water are the only supplier available to the building and rates are regulated.

COMPLIANCE & SAFETY SCHEDULE

We have recently conducted a compliance audit of your building. See below list of compliance items relevant to your building and their current status. There are a couple of items that require further investigation and Building Management will report back on these items as to whether we have met our obligations.

Name	Description	Legislation	Due	Submitted
Annual Fire Safety Statement (AFSS)	Confirms that a competent fire safety practitioner has assessed, inspected and verified the performance of each fire safety measure that applies to the building.	Environmental Planning and Assessment regulation 2000.	22/04/27	22/04/26
RCD & Switchboard Inspection &	Where electrical equipment supplied with electricity through a socket outlet (plug-in electrical equipment) is used or may be used in certain higher risk	Nil.	TBC	TBC



COMMUNITY ASSOCIATION MEETING MANAGEMENT REPORT

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Testing	workplaces.			
Sydney Water Back Flow Prevention Devices	A backflow prevention containment device ensures that if there is a cross connection within a property between drinking water and any source of contamination, the drinking supply will be protected from contamination.	The Plumbing Code of Australia & Australian/New Zealand Standard 3500	TBC	TBC
WH&S Risk & Hazard Assessment Report	Buildings that are used for commercial purposes or parts of buildings that have residents using their apartment as a home office are considered a workplace and must comply with the WHS Act. To comply with the Act there is a requirement to survey the building and identify any hazard or risks associated with the common property and the level of risk that poses to residents or persons visiting the building. Where risks are found the owners corporation must put in place steps to minimise, manage or eliminate the risk. It is recommended that this report be completed annually.	Work Health and Safety Act 2011. the Work Health and Safety Regulation 2017.	TBC	TBC

FEEDBACK:

As part of our commitment to delivering exceptional service, we continuously seek opportunities to improve and refine our approach. Your feedback is invaluable in helping us understand what aspects of our service are working well and where we can enhance our support. We invite the Strata Committee to share any insights, concerns, or suggestions to ensure we continue meeting your expectations effectively.

Kind Regards,

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