

MINUTES of the Extraordinary General Meeting of the Body Corporate for
The Apartments Caloundra CTS 27133 held at
StrataLiving BCM, 105 Maud Street, Maroochydore on
Friday 24 February 2017

The meeting opened at 10.00am

IN ATTENDANCE Mrs K Hunter-Smith *representing* StrataLiving BCM

APOLOGIES Nil

PROXIES Nil

VOTING PAPERS	Mr & Mrs Roberts	Lot 1
	Mr D MacGuire	Lot 3
	Mr & Mrs J Miller	Lot 5
	Mr L Wake & Mrs J Martin-Wake	Lot 7
	Mr & Mrs R Shephard	Lot 8

QUORUM As per Section 82 (2) of the Body Corporate and Community Management (Standard Module) Regulation 2008, a quorum had not been formed. The meeting was adjourned to be held at the same place and time on Friday 3 March 2017

The meeting closed at 10.30am

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CHAIRPERSON

MINUTES of the Adjourned Extraordinary General Meeting of the Body Corporate for
THE APARTMENTS CALOUNDRA CTS 27133 held at
StrataLiving BCM, 105 Maud Street, Maroochydore on
Friday 3 March 2017

The meeting opened at 10.00am

IN ATTENDANCE	Mrs Kathryn Hunter-Smith <i>representing</i> StrataLiving BCM
PROXIES	Nil
VOTING PAPERS	Mr & Mrs Roberts Lot 1 Mr MacGuire Lot 3 Mr & Mrs Miller Lot 5 Mr Wake & Mrs Martin-Wake Lot 7 Mr & Mrs Shephard Lot 8
QUORUM	As at least 25% of the proprietors were present either in person, by proxy or by voting paper, a quorum was formed.
CHAIRPERSON	Mrs Kathryn Hunter-Smith exercising the powers of the Chairperson as per Section 82(4)(b) chaired the meeting

MINUTES RESOLVED that the minutes of the last Extraordinary General Meeting held 16 December 2016 a copy of which has been circulated previously to members be confirmed and signed as a true record of the proceedings at that meeting.

MOTION CARRIED YES 4 NO nil ABSTAIN 1

PAINTING OF COMPLEX

RESOLVED that the Body corporate approve painting of the complex as quoted, and that such funds be deducted from the sinking fund.

MOTION CARRIED YES 5 NO nil ABSTAIN nil

1. *Jason Moore Painting at a cost of \$64,003.50 0 FOR

OR

2. *Programmed Property Services at a cost of \$43,709.60 5 FOR

WASH BALCONIES & SLAB EDGES

RESOLVED THAT the Body Corporate approve Programmed Property Services to wash Balconies & Slab Edges on an annual basis at a cost of \$2447.50 as quoted, and that such funds be deducted from the sinking fund.

MOTION CARRIED YES 3 NO 2 ABSTAIN nil

LANDSCAPING WORKS

RESOLVED that the Body Corporate approve landscaping works as quoted, and that such funds be deducted from the sinking fund.

MOTION CARRIED **YES** 5 **NO** nil **ABSTAIN** nil

1. Caloundra Landscaping & Paving at a cost of \$5181.00 0 FOR

OR

2. Programmed Property Services at a cost of \$5,811.30 5 FOR

There being no further business, the meeting closed at 2.30pm

Surface Preparation and Painting

General

As described in AS/NZS 2311:2009, "Guide to the Painting of Buildings". This specification complies with the standards set out in that standard (see Tables 8.2 and 8.3 of AS/NZS 2311:2009). All applications shall be by brush, roller or spray as determined by Programmed for each surface unless the application method is detailed in the Specification.

Primers

Where the priming coat is applied to bare areas, it shall overlap the adjacent sound area by no less than 25 mm. In certain situations, where the existing coating still shows tenacious adhesion and is in excellent condition apart from loss of gloss and minor weathering, a primer may not be necessary. Surfaces will be tested to establish the need for a primer, and if so, the most appropriate primer for the task will be selected.

Colour Scheme

Unless otherwise noted, all colours will match existing colours as closely as possible. Programmed shall use its best endeavours to ensure that they match the customer's existing colour scheme for each building or area to ensure a uniform appearance. Where any change in colour scheme not included in the Programme of Work is requested by the customer, the additional costs of labour and materials shall be charged as a variation.

Generally, where a colour change is required, two full finish coats are included. However, it is recognised that some colours may require a third or subsequent additional coat to achieve adequate opacity. Should this be the case, the additional costs of labour and materials will be quoted prior to commencement and charged on completion.

Products

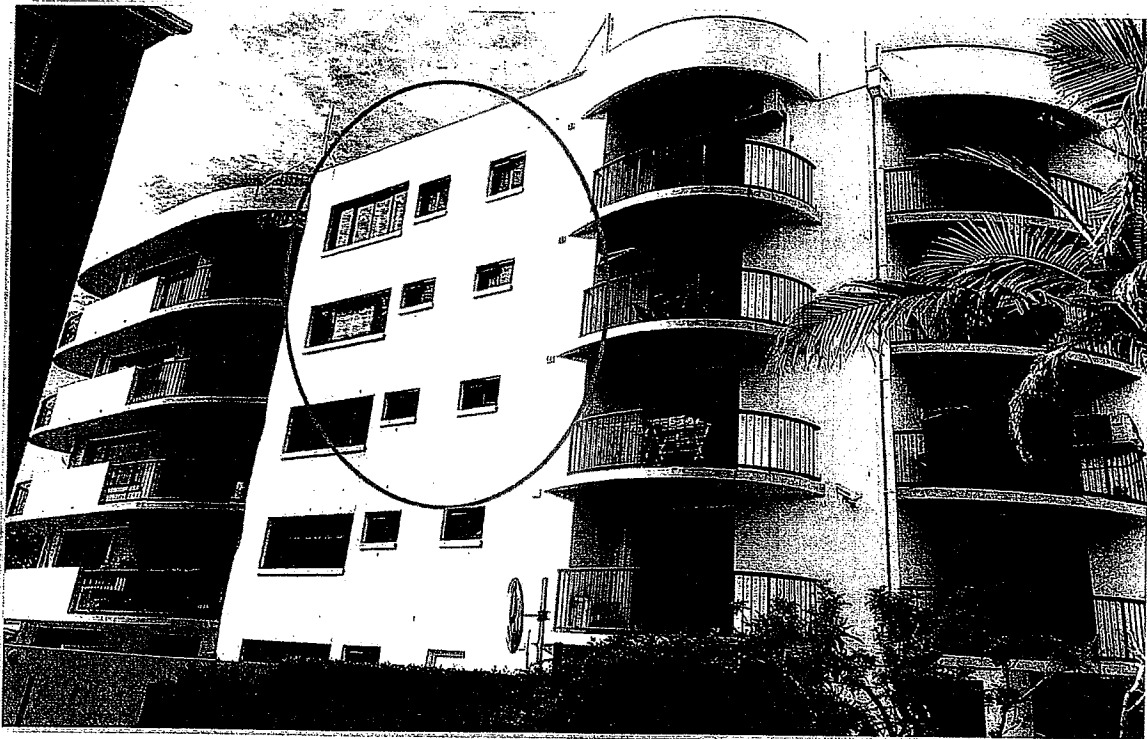
Only premium grade products from leading manufacturers as specified in this document will be used in all applications. Inferior trade line products will not be used.

Extent of Work

The programme of work includes all previously painted surfaces as detailed in the following schedule.

The Apartments	
Exterior	
<p>Inclusions:</p> <ul style="list-style-type: none"> Walls Soffits Slab edges Fire pipes & down pipes Lintels Seal around window frames (no balcony sliding doors or windows) Replacement of rusty conduit clips Replacement of approximately 40 rusted bolts on the roof top pergolas Pool box Painted doors & frames Roof top pergolas (timber & metal beams) Roof top timber fascia Bollards on driveway 	<p>Exclusions:</p> <ul style="list-style-type: none"> Pre finished balustrading, doors & frames Floors & line marking Hydrant booster box Driveway gate Exterior garden lights Garage doors Unpainted concrete car park area Exterior boundary around pool area Metal roof & gutters Signage & removal of signage Any pre finished or unpainted surface not directly nominated in the inclusions

The Apartments	
Interior	
<p>Inclusions:</p> <ul style="list-style-type: none"> Garbage disposal room walls Garage level & ground floor level walls & green dado rail Unit entry walls on levels 1,2,3,4 Both sides of all common doors & frames Exterior side of unit entry doors & frames Replacement of stickers to fire doors Plaster ceiling at rooftop level entry 	<p>Exclusions:</p> <ul style="list-style-type: none"> Floors Interior of units Interior face of unit entry doors & frames Stairwells complete Textured ceilings Walls leading to pool from ground foyer Fire hose reel doors & frames Fire hose reel cupboards Signage & removal of signage Any pre finished or unpainted surface not directly nominated in the inclusions



The top six meters of the sheer wall on the right side of the building is showing signs of water damage & cracking, Programmed will grind back any loose & flaky paint, sika-flex any cracks, seal the top half of the wall with a penetrative sealer/ binder (to help with adhesion), then paint the wall with two coats of high quality flexible exterior paint (same as the rest of the building).

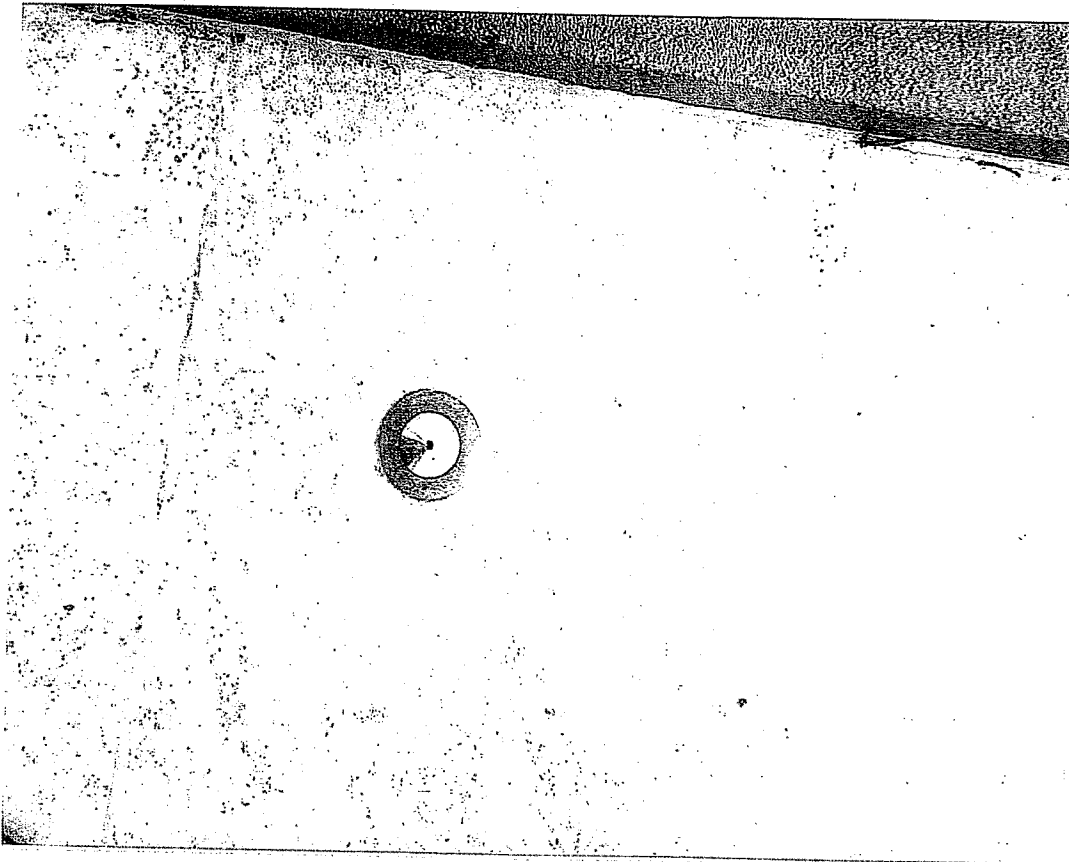
All exterior window frames will be checked for leaks & have new sika-flex applied where the frame meets the wall (to prevent any water penetration). No balcony sliding door frames or window frames will be sealed unless a defect or water penetration is noted.

The rusty lintels will be scraped/grinded back to a suitable surface, treated with a two-part epoxy rust sealer to the previously rusted areas, then painted with two coats of the wall paint.

An onsite area will be required to store equipment & paint whilst the work is carried out.

Access through one of the rooftop apartments will be necessary during the entire painting project.

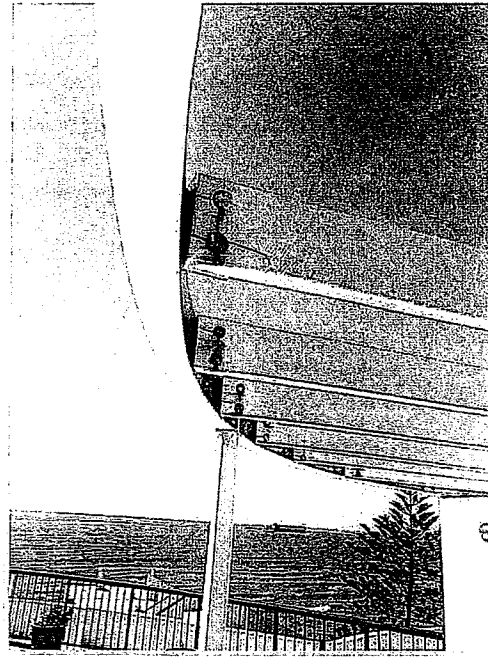
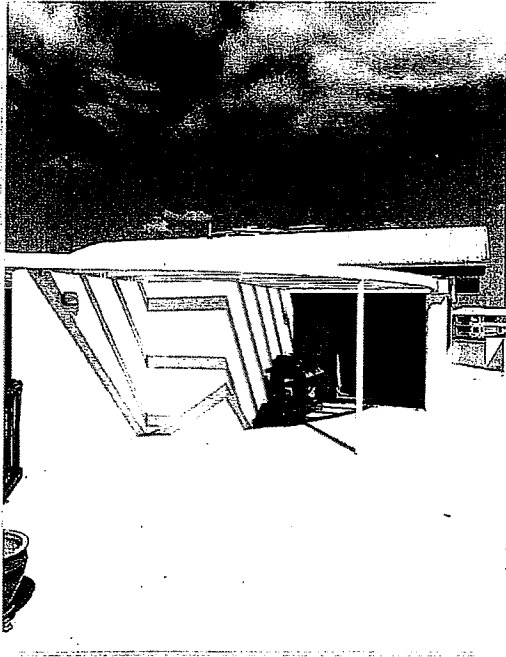
The project will take approximately 4 weeks to complete, weather permitting.



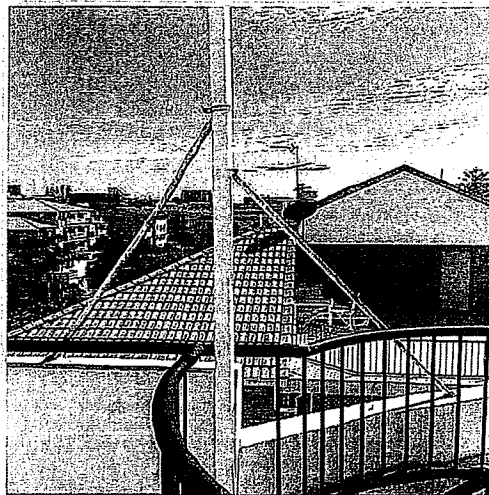
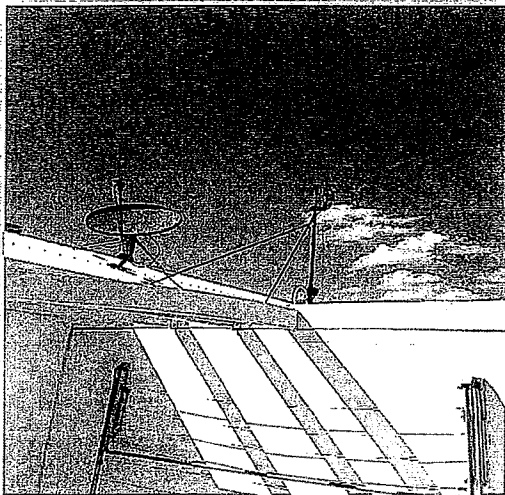
Programmed proposes to carry out the painting works via rope access (abseiling), this alternative to fixed scaffold or E.W.P./booms is cost effective, quieter & generally less intrusive to residents & guests.

Programmed proposes to install approximately 12 anchor points on the rooftop of the building, these points will be of a concealed type (see photo above), which consists of a stainless steel round plate roughly 80mm in diameter, the small circle cap unscrews allowing an anchor bolt to be screwed inside for use, when the work is complete the anchor bolt is removed, the cap is screwed back on, leaving a nice flush finish. (These anchors will be placed into the rooftop walls/floors in the most discreet places as possible & will be kept to an absolute minimum). They are waterproof & will not jeopardise any building structure or waterproofing membrane.

Overview

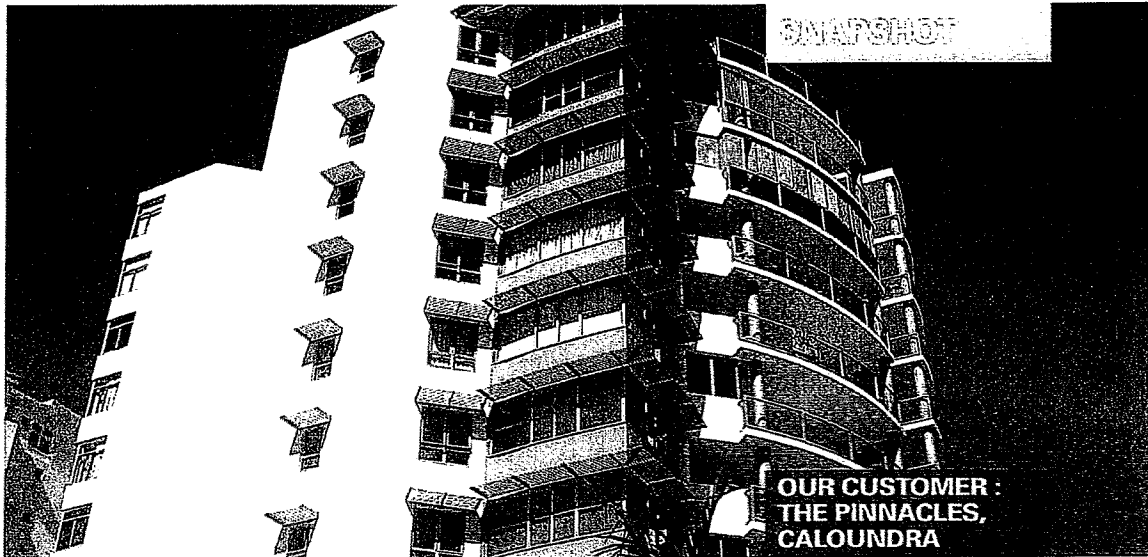


- Some of the bolts holding up the rooftop pergolas are very rusty, Programmed proposes to replace these rusted bolts with stainless steel bolts to prevent any further corrosion & damage.



The T.V. antenna bracket, Foxtel dish bracket & the pipe brackets are also extremely rusty & are in need of replacing.

Project Testimonial



SNAPSHOT

**OUR CUSTOMER :
THE PINNACLES,
CALOUNDRA**

A first class job from a first class contractor. Safety was paramount at all times. Several requested variations were handled swiftly and without any effect on the schedule. They come highly recommended.

Peter Mosley
Chairperson of The Pinnacles, Body Corporate

Located between Caloundra city centre and pristine King's Beach, The Pinnacles offers a modern coastal lifestyle. The stunning, high rise apartment building cleverly intertwines both ocean and mountain views through tactically placed windows and balconies.

Project Description

Programmed and three other major painting companies were invited to tender for the external repainting of The Pinnacles. The building had not been painted for more than 10 years and was in great need of a makeover. Not only was it vital for this work to be completed to a high standard but the Dulux Paint Specification provided also needed to be adhered to. Safety was high on the criteria list as well due to potential hazards posed by the apartment design and awnings.

The body corporate was impressed by our presentation and experience, and felt the flexible payment structure offered in conjunction with the 7 year painting programme was of great benefit to them. Therefore, Programmed was awarded the contract along with internal repainting of common area foyers and passages throughout the building.

Project Solution

To modernise and revitalise The Pinnacles with new colours, Programmed enlisted suitably qualified colour consultants. Balcony edges and some wall areas featured a dark colour which could not withstand the ocean saltwater environment and direct exposure to strong sunlight. The colour consultants recommended neutral colours, and both exterior and interior surfaces ultimately received a fresh, modern scheme.

The exterior was repainted via rope access abseiling. Programmed organised the installation of roof mounted anchor points necessary for rope abseiling on each side of the building. The Pinnacles features a vast number of large aluminium sun shade awnings which extended out 1 - 6 metres from the building. Although an awkward and challenging task, our abseiler painters safely manoeuvred into various positions in order to paint within and around the awnings. The external silicon

sealing of hundreds of aluminium windows across the building was also included in the work scope and this was expertly carried out by the painters.

Outcome

The project was a great success for both parties and marks the beginnings of a great relationship. The building looks extremely impressive with its modern neutral colours, and now truly reflects the ultimate coastal living. "The project commenced early, progressed smoothly and was completed within the scheduled time frame. Onsite tradespeople were courteous, polite and well qualified. They left the site clean and tidy at all times." Peter Mosley, Chair, Body Corporate.

PAINTING

Body Corporate

PROGRAMMED
Property Services

About Programmed

Programmed Property Services offers comprehensive property and maintenance solutions in the areas of painting, corporate imaging, grounds, landscaping, electrical and communications, in addition to an expanded range of trades and other services. We are a business unit of the Programmed Group, a publicly listed company on the Australian Stock Exchange (ASX Code PRG).

Our history dates back to 1951 and includes experience in almost every market sector. We are Australia's leading property maintenance group.

The Programmed Difference

Our ability to:

- ▶ Recruit and develop people;
- ▶ Deploy the right person with the right competency to each job;
- ▶ Get safety right on the ground;
- ▶ Manage industrial relations despite increasingly difficult environments;
- ▶ Manage human resources amidst increased regulation; and,
- ▶ Deliver operational improvement, flexibility and high levels of customer satisfaction.



PROGRAMMED

12 January 2017

Body Corporate for the Apartments
Caloundra CTS 27133
42-44 Warne Terrace Kings Beach
Caloundra QLD 4551

5/28 Premier Circuit

Warana QLD 4575

T (07) 5437 8324

F (07) 5437 8655

www.programmed.com.au

Programmed Property Services Pty Ltd

ACN 106 015 632

ABN 66 106 015 632

Dear Committee Members,

Re: Painting Quotation for the Apartments,

In response to your request, please find attached our quotation for the exterior & interior Painting at the Apartments Caloundra.

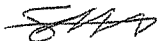
The quotation takes into account your requirements and the key issues you raised at our meetings and site review. These include:

- Installation of anchor points
- Replacement of rusty bolts on roof top pergolas
- Painting exterior of complex
- Painting interior foyers of complex
- Price for washing balconies & slab edges on an annual basis
- All materials, labour, access & supervision included
- Commitment to workplace health & safety

Should you wish to discuss this proposal in more detail, please call me on 0438 179 391.

Yours sincerely,

PROGRAMMED PROPERTY SERVICES



Scott Black

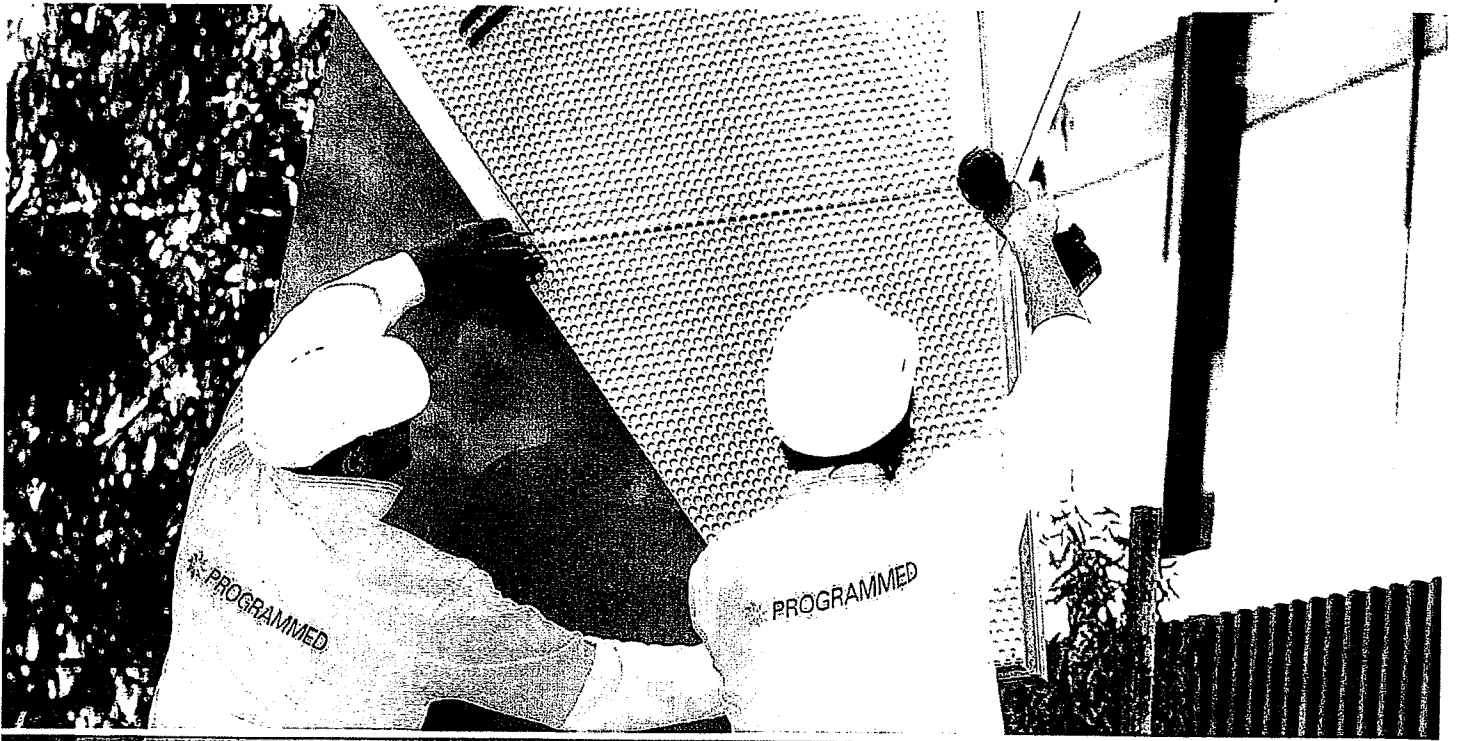
Business Development Manager

Scott.black@programmed.com.au

Proposal: 76040



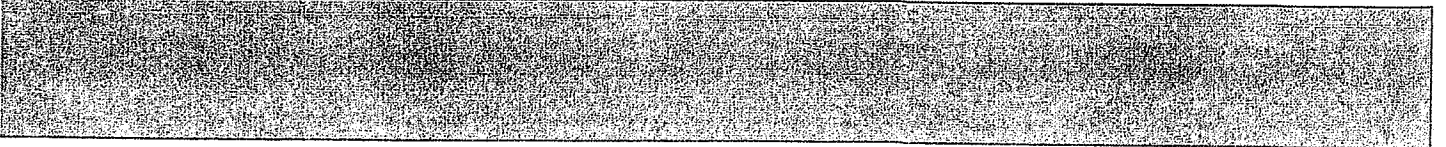
VNU APPLICANTS



PROGRAMMED
Property Services

The Apartments Caloundra

Painting exterior of building & interior Foyers | 12/1/2017



Cost

BALCONY WASH

The pricing includes all aspects as detailed in the Extent of Work.

Extent of Work	\$ (excluding GST)
Exterior & interior Surfaces	\$39,146 Plus GST
Replacement of rusty bolts	\$590 Plus GST
TOTAL	\$39,736 Plus GST
Wash Balconies & slab edges on an annual Basis	\$2,225 plus GST

Payment terms are fourteen (14) days from date of invoice.

Working Hours and Conditions

Unless otherwise noted in this quotation, all works are based on being carried out during normal working hours. Should the customer request part or all of the work to be completed outside of normal working hours or should access to any areas be unavailable during normal working hours, an additional charge may apply. Unless otherwise agreed, our costs are based on the use of site utilities including water, electricity and amenities for tradespeople. The prices quoted remain valid for a period of 30 days from the date of this quotation.

Garden bed overview



Remove Cycads, Gazania Ground Cover, Cactus plant and any dead shrubs in three front gardens.

Remove ground cover in small side garden near pool gate down right hand side of complex.

Hard Prune bird of paradise plant and other shrubs in front garden.

Remove all waste off site.

Supply and install garden soil to raise the 2 small raised garden beds and as required in front garden bed and small side garden bed.

Supply and install 2 x 300mm potted Bromeliad plants in front garden and 22 suitable species through front Garden beds and small side garden bed, predominately hardy low maintenance native species.

Fix / replace as necessary various parts of the irrigation system to get it back in working order, replacement parts include: new irrigation controller box, new rain sensor, various solenoid valves, new isolation ball valve, new valve boxes, various micro-spray sprinklers, various irrigation pipes.

Supply and Install Cypress blend mulch to planted beds after irrigation works completed.

Cost

The pricing includes all aspects as detailed in the Extent of Work.

Extent of Work	\$ (excluding GST)
Exterior & interior Surfaces	\$39,146 Plus GST
Replacement of rusty bolts	\$590 Plus GST
Garden Beds	\$5,283 Plus GST
TOTAL	\$45,019 Plus GST
Wash Balconies & slab edges on an annual Basis	\$2,225 plus GST

Payment terms are fourteen (14) days from date of invoice.

Working Hours and Conditions

Unless otherwise noted in this quotation, all works are based on being carried out during normal working hours. Should the customer request part or all of the work to be completed outside of normal working hours or should access to any areas be unavailable during normal working hours, an additional charge may apply. Unless otherwise agreed, our costs are based on the use of site utilities including water, electricity and amenities for tradespeople. The prices quoted remain valid for a period of 30 days from the date of this quotation.