

PHILLIPS LANDING COMMUNITY ASSOCIATION DP 270051

Committee Meeting Minutes

Date: Monday, 31 August 2026
Time: 6:15pm
Venue: Captain's Club Room
Meeting: Opened: 6:15pm

1. Attendance

Committee Members Present: S Johnson (Chairman, Hunter); B Ko (Bligh); P Marques (Lindsay); K Saville (Lawson); G Patterson (Macquarie).

Building Representatives: D Hansen (Chisholm - Lot 5); P Sheldon (Wentworth - Lot 8); Claire Karagiannis (Alexander - Lot 5).

Other Attendees: T McGann (Premier Strata Management); A Musumeci, M Musumeci and C Atme (Altitude Facilities Management).

Visitors: G Creech (Scarborough - Lot 5); S Noisen and C Noisen (Hunter - Lot 1).

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 (28/4/26)

Resolution:

The Committee RESOLVED that the minutes of the previous Committee Meeting held on 28 April 2026 be confirmed as a true and accurate record.

Outcome:

The minutes were confirmed as a true and accurate record.

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. Michael (Altitude) spoke to the amount of work achieved. Gary, Stephen and Ken continue to meet every three weeks with the Facilities Manager.

b) Operational update and outstanding action items

Resolution:

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

Outcome:

The Committee noted the volume of works completed.

6. Maintenance and Capital Works for Community Property

a) Scarborough Frontage Landscaping Project update

Resolution:

The Committee RESOLVED that the update be received and noted.

Outcome:

Scarborough frontage landscaping project has been completed, including the installation of a battery-operated irrigation plus rain gauge with underground drip-feed watering system. Some issues regarding the plant selection were raised. The committee and the gardening sub-committee to discuss these further following the conclusion of the meeting.

b) Elizabeth Pathway Landscaping Project update

Resolution:

The Committee RESOLVED that the update be received and noted.

Outcome:

Elizabeth pathway landscaping project has been completed, including the installation of a battery-operated irrigation plus rain gauge with underground drip-feed watering system.

c) Building name and address signage replacement works

Resolution:

The Committee RESOLVED that the update be received and noted.

Outcome:

New name and address signage plus directional signage have been installed.
Individual schemes may arrange additional building signage at their own cost.

d) Refurbishment of the Western Toilet Block

Resolution:

The Committee RESOLVED that the update be received and noted.

Outcome:

The project is progressing and is anticipated to be completed in the near future.

e) Replacement of damaged and missing picket fence palings

Resolution:

The Committee RESOLVED that the replacement program continue.

Outcome:

Repair and replacement of fence palings are continuing as necessary.

Long-term replacement of fencing was discussed. Concepts, design and alternative materials will be investigated. It is envisaged that a report will be provided to stakeholders in 2027 / 2028 for further discussion.

f) Tree Risk Assessment and recommended remedial works

Resolution:

The Committee RESOLVED that the annual tree program will be considered based on the Tree Risk Assessment Report.

Outcome:

Approximately 305 trees were inspected as part of the Tree Risk Assessment.

g) Dual-head hydrant standpipe compliance review

Resolution:

The Committee RESOLVED that no upgrade be undertaken.

Outcome:

Hydrant standpipe – the building's hydrant valves and standpipe connections are legally required to comply with the specific version of **Australian Standard AS 2419.1** that was in force when the building was approved or constructed.

The leaning hydrant at Barrington is to be investigated.

h) Booster tank upgrade & Hydrostatic Test works

Resolution:

The Committee RESOLVED that additional quotations be obtained.

Outcome:

Additional quotations are to be obtained before determining a preferred course of action.

i) Appointment of a Garden Maintenance Service Provider

Resolution:

The Committee RESOLVED that Madden Landscape Maintenance Pty Ltd be appointed from October 2026 for 12 months.

For	Against	Abstained
5	0	0

Outcome:

The Committee reviewed tenders, undertook reference and site checks.

Use of electric leaf blowers is a requirement of the appointment.

Agreement documentation, notice to Peter Smelek and an appreciation letter are to proceed.

7. 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 \$330,788.91 as at 17 August 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) Capital Works Fund Update

Resolution:

The Committee RESOLVED that the Capital Works Fund Update be received and noted.

Outcome:

An updated Capital Works budget statement will be provided in early October 2026.

..... Brief Recess

The meeting adjourned briefly before resuming.

8. Facilities Management and Governance

a) Consider the proposed extension of the Altitude Facilities Management Agreement

Resolution:

The Committee RESOLVED that the Facilities Management Agreement with Altitude Facilities Management be extended until 1 March 2027.

For	Against	Abstained

5	0	0
---	---	---

Outcome:

The Committee agreed to extend the Facilities Management Agreement until 1 March 2027. It was further agreed that the future engagement of a Facilities Management Company would be considered by members at a proposed Special General Meeting in February 2027.

b) Consider execution of the Deed of Amendment for Altitude Facilities Management

Resolution:

The Committee RESOLVED that the Deed of Amendment be executed.

Outcome:

The Deed of Amendment is to be executed.

c) Review procedures for work orders, contracts and expenditure approvals

Resolution:

The Committee RESOLVED that revised procedures be communicated to the relevant parties.

Outcome:

The Committee will finalise and communicate revised procedures to Altitude Facilities Management and Premier Strata Management.

d) Confirm that a motion to continue the engagement of a Facilities Management Company is to be listed in the agenda of a Special General Meeting to be held in February 2027

Resolution:

The Committee RESOLVED that a motion regarding the future engagement of a Facilities Management Company be included in the agenda of the proposed Special General Meeting to be held in February 2027.

Outcome:

The Committee agreed that the future engagement of a Facilities Management Company be considered by members at the proposed Special General Meeting in February 2027.

9. Community Policies and By-Laws

a) Review and adoption of Captain's Club Rules

Resolution:

The Committee RESOLVED that the revised Captain's Club Rules be adopted.

For	Against	Abstained
5	0	0

Outcome:

The revised Captain's Club Rules were adopted.

b) Review booking procedures, fees and conditions of use

Resolution:

The Committee RESOLVED that the booking procedures, fees and conditions of use be noted.

Outcome:

The matter was reviewed in conjunction with the Captain's Club Rules

c) Consider the Exterior Colour Scheme Guide for Strata Buildings

Resolution:

The Committee RESOLVED that the Exterior Colour Scheme Guide be considered for future ratification.

Outcome:

The Guide is to be placed on a future agenda for ratification and consideration of inclusion within the by-laws and Landscape Code. The Committee also agreed to determine whether the Guide should be referred to a future AGM.

10. Building and Landscape Applications

a) Lot alteration application - Lot 12 SP 51975 (air-conditioning installation) (RATIFY – Approval)

Resolution:

The Committee RESOLVED that the approval granted for the air-conditioning installation at Lot 12 SP 51975 be ratified.

For	Against	Abstained
5	0	0

Outcome:

The approval was ratified.

b) Consider any additional building applications received prior to the meeting

Outcome:

No additional applications were received.

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

Resolution:

The Committee RESOLVED that the Community Association support implementation of the FOGO Program from 1 July 2027.

Outcome:

No representatives supported implementation in 2029. The Committee resolved to proceed with implementation of the FOGO Program from 1 July 2027.

12. Other Business

a) Ratification of decisions made between meetings

Resolution:

The Committee RESOLVED that the engagement of Madden Landscape Maintenance Pty Ltd for landscaping services be ratified for the below quote acceptance voted on the 29/7/2026. Namely that the Phillips Landing Community Association DP 270051 RESOLVED to approve the quotation provided by Madden Landscape Maintenance Pty Ltd for the Scarborough Frontage Landscaping works in the amount of \$18,370.00 incl GST as per the quotation Quote #4759.

Outcome:

Ratification approved.

b) Other business notified prior to the meeting

Resolution:

The Committee RESOLVED to accept the resignation of Ben Ko.

Outcome:

The resignation of Ben Ko was accepted with regret and the Committee thanked him for his service.

c) General business raised by committee members

Resolution:

The Committee RESOLVED that monitoring of illegal parking on Governors Drive continue.

Outcome:

Possible solutions regarding illegal parking on Governors Drive were discussed. S Johnson noted that Altitude Facilities Management would continue monitoring and enforcement activities.

13. Next Meeting

a) Confirm date and location of the next Committee Meeting

Resolution:

The Committee RESOLVED that the next Committee Meeting be held on 26 October 2026.

Outcome:

The next Committee Meeting will be held on Monday, 26 October 2026. The Budget Meeting will be held in camera on 6 October 2026 at 6:15pm.

AGM - Monday 7 December 2026 – 6:15pm at the Captains Club, followed by the PLCA Meeting

Action Register

No.	Action Item	Responsible
1	Participate in further discussions regarding concerns raised about the Scarborough frontage landscaping project	PLCA Committee / garden sub-committee

2	Continue monitoring the Elizabeth Pathway irrigation system	Facilities Manager/ Madden
3	Monitor progress of repair /replacement of fence palings.	Facilities Manager
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
5	Ensure any proposed fencing changes comply with Landscape Code approval requirements	Facilities Manager
6	Investigate the leaning hydrant located in front of Barrington	Facilities Manager
7	Obtain additional quotations for booster tank upgrade and hydrostatic testing works	Facilities Manager
8	Prepare agreement and relevant documentation for Madden Landscape Maintenance Pty Ltd	Treasurer / Managing Agent
9	Issue notice to Peter Smelek regarding conclusion of engagement	Managing Agent
10	Send a letter of appreciation to Peter Smelek	Secretary / Managing Agent
11	Continue discussions with Madden regarding their practical implementation as Garden Maintenance Service Provider	Facilities Manager/ PLCA Committee
12	Provide an updated Capital Works budget statement in early October 2026	Treasurer
13	Prepare for and convene a Special General Meeting in February 2027 to consider future facilities management arrangements	Committee / Secretary
14	Execute the Deed of Amendment	Authorised Signatories
15	Communicate revised work order, agreements and expenditure approval procedures to Altitude Facilities Management and Premier Strata Management	Treasurer
16	Place the Exterior Colour Scheme Guide on a future agenda for ratification	Secretary / Managing Agent
17	Determine whether the Exterior Colour Scheme Guide should be referred to a future AGM	PLCA Committee
18	Notify City of Canada Bay Council that PLCA supports implementation of the FOGO Program in 2027	Managing Agent
19	Send a letter thanking Ben Ko for his service and contribution	Secretary / Managing Agent

20	Continue monitoring and managing illegal parking on Governors Drive	Facilities Manager
21	Compile and forward minutes related to Exterior Colour Scheme Guide to PLCA Committee for review of painting resolution	Managing Agent

Meeting Closed: 7:45pm.