

Minutes of Informal Meeting Newstead Terrace

12 March 2026

Present:	<p>Tony Ngo (Chair) Kevin Yarrow (Secretary) Alex Tsai (Resident Manager) Marion McMahan Mark Jackson Allen (Treasurer)</p>
Introduction:	<p>The Chair opens the first informal committee meeting for 2026. The chair tells the committee that Barry and Pam send their apologies</p>
Lighting Issues:	<p>The chair tables emails regarding the installation of noncompliant external lights by U17. He also tables correspondence from Bobby Pearson Electrical explaining how to install external spotlights consistent with the current complex lights.</p> <p>It was agreed to request Archers to correspond with U17 to rectify the issue.</p> <p>The chair also tables an email from U40 regarding common area lighting and a report from Bobby Pearson Electrical addressing the issues of lighting and brightness of walkway and stair well lighting with costings.</p> <p>It was agreed to notify U40 that the matter should be presented as an owner's motion at the next AGM.</p>
Chain Gate System:	<p>The chair informed the meeting the chain gate system by the bin room has reached end of life.</p> <p>It was agreed to decommission the chain gate system.</p>
Complex Crime:	<p>The chair informs the committee of several crime events that have occurred over the past few weeks, including 2 bike thefts and some mail thefts.</p> <p>It was agreed to place an external fob on the mail room</p> <p>It was agreed to remind residents (via email from the onsite manager) that food delivery services as not to be given internal complex access.</p> <p>It was also agreed to review the timing of the garage roller doors.</p>

Gym Update:	<p>The Chair announces the gym equipment update has been positively received.</p> <p>It was also noted to pass a formal resolution to retire the elliptical trainer.</p>
Visitor Carparking:	<p>The chair thanked Barry for his work policing the usage of the visitor's carpark but mentions a long-term solution will be required that is less invasive to the privacy of the residents and possibly a weekly report instead of daily reporting.</p> <p>It was agreed any long-term misuse of the visitor's carpark be handled by Archers contacting the owners direct.</p>
Water Bills:	<p>The chair addresses the significant jump in water usage for the latest billing period and tables a plan to identify the causes of the jump in used.</p> <p>The upgrade to the irrigation system to be placed on hold pending the findings of the jump in water usage.</p>
Garden:	<p>The committee was presented with 2 alternative artificial dog friendly grass options to cover the dirt footpath on Newstead Terraces, with the chair selecting the preferred product.</p> <p>It was agreed that the cost of the artificial grass is to be covered by existing funds budgeted for Landscaping and to check if written approval is required from BCC before proceeding.</p>
Managers' Report:	<p>The onsite manager highlights a few matters:</p> <ol style="list-style-type: none"> 1. Kelly is experimenting with some new cleaning products used on the glass pool fence with promising results 2. Good feedback since the change in pool contractors to Mr Pool Man. 3. New Pool Cleaner requires a new power point to be installed in pool area to reduce the use of power extension cords. It was agreed to urgently install a new outdoor power point in the pool area.
Closure:	<p>Chair closes the meeting 7.00pm Next Meeting 30 April 2026 (Formal)</p>