

# NOTICE OF ASSOCIATION COMMITTEE MEETING

Community Land Management Act 2021



ACUMEN STRATA

## Members of Prince Henry Community Association DP 270427 Anzac Parade, Little Bay NSW 2036

The Meeting will be held on Wednesday, 26 August 2026

Located in the Frangipani Room in the Coast Centre for Seniors, Curie Ave, Little Bay NSW 2036

Commencing at 6:00PM

### AGENDA

- 1. Declaration of Interest**

That pursuant to Clause 16 of Schedule 2 of the Community Land Management Act 2021 the meeting notes any declaration by a member of the committee of any direct or indirect pecuniary interest and/or conflicts of interest in relation to a matter being considered at this meeting and resolve how that declaration shall be accommodated at the meeting.

*Explanatory Note: Requirement under the Community Land Management Act 2021*
- 2. Minutes**

That the minutes of the Association Committee Meeting held 10 June 2026 be confirmed as a true and accurate account of that meeting.

*Explanatory Note: The minutes are attached to this notice of meeting.*
- 3. Financial**
  - (a) **Report:** That the financial accounts ending 31 July 2026 be tabled and received.
  - (b) **Aged Arrears:** That the Committee receive the aged arrears report dated 20 August 2026 and determine any necessary action.

*Explanatory Note: The financial report is prepared by Acumen Strata and attached to this notice of meeting.*
- 4. RBA Credit Card Payments**

That the Association Committee table the correspondence issued by Acumen on behalf of Strata Pay in relation to the upcoming changes made by the Reserve Bank of Australia and determine whether to continue accepting credit card payments for levies.

*Explanatory Note: Due to the upcoming changes issued by the Reserve Bank of Australia, the Association Committee are to confirm if the Community will still accept credit card payments for levy payments, noting that the card charges will be borne by the Community Association.*
- 5. Matters from Prior Meeting**

That an update relating to the matters raised in the prior meeting be provided:

  - (a) **Council Matters | Site Audits | Community Consultation**

A meeting was held with Randwick Council on 10 June 2026. Very little progress has been achieved since that meeting. It should be noted that PHCA:

    - does not support the installation of a raised pedestrian crossing and mini roundabout in Pine Avenue. Noting Randwick City Council has installed the raised pedestrian crossing.
    - had been advised that the action to replace the missing plaque from Macartney Oval had been completed. However, the replacement has yet to be installed.

(b) **Bays & Beaches Precinct Meetings**

The Bays & Beaches Precinct meetings for the 2026 year will be held on the following dates:

| Meeting Date                | Committee Member to attend |
|-----------------------------|----------------------------|
| Wednesday, 21 October 2026  | Leonard Ryan               |
| Wednesday, 25 November 2026 | Pavlos Totsis              |

**6. Sub-Committee Reports**

That Association Committee Members provide the following updates:

a. **Architect Compliance/Liaison**

Lot 2/62 Gubbutteh Road works application has been reviewed by the PHCA architect, who advised that the supplied information was incomplete, and further detail would be required before PHCA approval could be obtained. At the time this agenda was finalised, the requested additional information remained outstanding. This matter was previously considered at the committee meeting held 16 February 2026, reference motion 5b. It was NOTED that further amendments have been submitted to the Architect on 18 August 2026 for further review.

b. **Council Site Meetings | Items Ongoing**

i) **Site meeting with Council – 25 March 2026**

A site meeting was held with Council on 25 March 2026 to address issues raised over the past year and at subsequent meetings (refer Item 4a). Following the meeting, PHCA provided meeting notes to Council relating to urgent actions required (annexed to the agenda of this meeting). Council committed to preparing a report outlining actions to be taken. Despite several follow up reminders, at the time this agenda was finalised, Council's report had not been received.

Of great concern was the removal of 'No stopping' signs from Fleming Avenue shortly after the meeting on 25 March 2026, with no advance discussion or advice from Council to PHCA. During the meeting, Council had stated that according to regulations, the 'No stopping' signs should not have been installed in that location. PHCA had requested yellow line markings to replace any 'No stopping' signage removed. PHCA has requested Council to liaise with PHCA before undertaking works resulting from the 25 March 2026 meeting. More information:

The key issues discussed on the day included:

- Kerb, gutter, footpath, and roads assets conditions – audit for street, road, footpath damage
- Audit for signage/road markings
- Tree maintenance – assess all urgent requirements
- Regular road line marking, painting, and refreshing – assess all requirements.

c. **Randwick City Council | Southern Coastal Walkway**

Randwick City Council has established a Southern Coastal Walkway Working Group to bring stakeholders together to help shape the coastal walkway. The group will provide an opportunity to share information, discuss project milestones and support developments of this important community asset. The first scheduled meeting will be held on 9 September 2026 at 9:30am. Mr. Michael McIntosh of the Association Committee will represent the PHCA at this meeting and report back.

**Explanatory Note:** The Association Committee is to consider design guidelines to ensure consistent no parking signage across subsidiary schemes within the Community Association.

d. **Landscaping Liaison**

- i. The Managing Agent was instructed to provide a summary of landscaping easements to the sub-committee for reference.
- ii. The existing contractor has been asked to provide an updated proposal to Acumen for PHCA landscaping works, including new details of scope of works, pricings, insurances and business registration.

e. **Website/Marketing**

- i) Two (2) existing sponsors have re-signed and paid the sponsorship. The third existing sponsor has requested an invoice which will be issued shortly.
- ii) Council's Little Bay BioBlitz has been promoted on the website, this is to take place 11 September 2026 at Macartney Oval, details are located on the PHCA Website, on 'What's On'.
- iii) The Community Association noted that it has also received a request from The Coast Centre to promote on the website.
- iv) Input from Association Committee members is invited. All new ideas welcome. Members must be prepared to participate in progressing their ideas.

f. **Site Monitoring**

A supply of parking by-law breach notices are available for Association Committee use. It's important for each Association Committee member to monitor breaches and provide appropriate reports to Acumen for follow up.

f. **Prince Henry Telecommunications**

There are no further developments in the PHCA Sub Committee initiative to source providers for audit and mapping of telecom 'black spots' within the PHCA area.

7. **Lot 17 – PHLB Reserve Trust / Geological Reserve Signage**

That the Association Committee confirm the replacement of the signage at Lot 17 and confirm that this matter is completed.

***Explanatory Note:** This is a motion to confirm the signage replacement project has been completed.*

8. **Capital Works Fund Plan Update**

That the Association Committee resolves to obtain fee proposals for the preparation of an updated Capital Works Fund Plan, with the scope of works to be reviewed by the Sub Committee prior to engaging the auditor. The Sub Committee will review the relevant inclusions to ensure the brief provided to the auditor captures all areas of the PHCA's responsibility, including power poles, pathways, driveways and PHCA-managed easements. As the brief used for previous quotations is no longer available, information is being sourced from multiple areas to ensure the updated Capital Works Fund Plan accurately reflects all relevant assets and areas of responsibility.

***Explanatory Note:** The current Sinking Fund plan is dated 17 February 2016. This is a motion for the Committee to consider updating this plan and undertake any necessary action to effect this.*

9. **Correspondence Received – SP 86466**

That the Association Committee receive the correspondence submitted by SP 86466 (Lots 52, 53, 57, 58 & 59) in relation to kerb line marking along Fleming Street Verges and 2 corners adjoined to Curie Avenue and provide instructions accordingly.

***Explanatory Note:** The correspondence was received by the Strata Managing agent who requested that the correspondence be tabled.*

**10. Lot 46 / 2-6  
Brodie Ave – Line  
Marking  
Application**

That the Association Committee receive the application submitted by PHHTNA (Lot 46, 2-6 Brodie Avenue, Little Bay) in relation to line marking and the possible installation of bollards and regulatory signage within the car park area at the southern end of the museum along Brodie Lane and provide instructions accordingly.

**Explanatory Note:** The correspondence was received by the Secretary of PHHTNA who requested that the correspondence be tabled.

**11. Lot 75  
(DP286017) / 18  
Ewing Avenue -  
Works**

That the Association Committee:

- Acknowledge minor amendments were submitted by Lot 75 in relation to the works as identified by the owners structural engineer,
- Acknowledge and accept the review undertaken by the Architect and their recommendation, and;
- Consider providing approval to the minor amendments.

**Explanatory Note:** This is a motion for lot 75 (18 Ewing Avenue, Little Bay NSW 2036) to lodge the application with Council for DA approval. It was resolved in motion 8 of the ACM held 8 April 2026, that an architectural review be obtained.

**12. Lot 16  
(DP285908) / 40  
Gubbuteh Road  
– Notice to  
Comply**

That the Association Committee:

- Noted no response had been received, and
- The Community Manager was INSTRUCTED to escalate the matter and submit an application for mediation.

**Explanatory Note:** On 24 February 2026, the Community Association issued a breach of by-laws letter regarding unauthorised works at 40 Gubbuteh Road. In motion 9 of the ACM held 8 April 2026, it was resolved to issue a notice to comply regarding this. The property is a subsidiary lot of PHCA lot 16 (DP285908).

**13. Lot 116 / 12  
Gubbuteh Road  
– Notice to  
Comply**

That the Association Committee:

- Provide a formal position of the Association Committee in relation to the breach,
- Provide instructions to the Community Association Manager to issue a Notice to Comply, and;
- Provide instructions to the Community Association Manager to submit an application to NSW Civil & Administrative Tribunal (NCAT), should the breach not be remediated within a timely manner.

**Explanatory Note:** This motion is to formalise the position and instructions to the Community Manager for the breach of by-laws by Lot 116.

**14. Next Meeting  
Date**

That the Association Committee confirms the dates, times and location meetings for the ensuing year as follows:

| Meeting Date                                | Meeting Location                                               |
|---------------------------------------------|----------------------------------------------------------------|
| 6 PM Wednesday, 14 October 2026             | Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036 |
| 6 PM Wednesday, 9 December 2026             | Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036 |
| 6 PM Wednesday, 10 February 2027            | Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036 |
| 6 PM Wednesday, 10 March 2027 (AGM)         | Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036 |
| 10 March 2027 immediately following the AGM | Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036 |

**Explanatory Note:** This motion is required to determine the date of the next Executive Committee Meeting.

**Closure**

**Date of this Notice: 21 August 2026**

An owner or the nominee of a corporate owner or owner of a Lot in a subsidiary scheme may attend Association Committee meetings but may not address the meeting unless the Association Committee agrees.