MINUTES 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 was held on Wednesday, 26 August 2026
Commenced at 6:03PM
At the Frangipani Room in the Coast Centre for Seniors, Curie Ave, Little Bay NSW 2036

Present	Apologies	In Attendance
Susan Graham **Michael McIntosh** **John Pearson** **Leonard Ryan** **Pavlos Totsis** **Linda Mearing** **Georgina Ryan** *arrived at 6:05pm*	**Michelle Morgan**	**Maria Strugarevic** (Lot 30) **Doug McMillan** (Lot 51) **Colin Flint** (Lots 52, 53, 57, 58 & 59) **Fiona Yeum** (Acumen Strata) **Helen Wells** (Acumen Strata)
Chairperson: John Pearson		

1. Declaration of Interest

Pursuant to Clause 16 of Schedule 2 of the Community Land Management Act 2021 the meeting noted 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 **resolved** how that declaration shall be accommodated at the meeting:

John Pearson in relation to motion 11 regarding the request to install line marking at the Museum, due to John being a volunteer of the museum. The Association Committee agreed that John not be excluded from the discussion and voting on the matter.

2. Minutes

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

3. Financial

(a) **Report: Resolved** that the financial accounts ending 31 July 2026 be tabled and received. It was **NOTED** that there were two outstanding rental invoices for Gardens in Mind but since the date of these accounts, payment has been received.

(b) **Aged Arrears: Resolved** that the Committee received the aged arrears report dated 20 August 2026.

4. RBA Credit Card Payments

Resolved that Association Committee tabled 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 not to continue to accept credit card payments for levies.

Note: Merchants will be responsible for the merchant fees from 1 October 2026 *(the Community Association considered the Merchant)*.

5. Matters from Prior Meeting

Resolved 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. It was noted that:

- Although the Association Committee did not support the installation of a raised pedestrian crossing and mini roundabout in Pine Avenue, the raised pedestrian crossing has been installed. The proposal for a mini-roundabout will not proceed.
- Randwick Council had advised that the action to replace the missing plaque from Macartney Oval had been completed. However, the replacement has yet to be undertaken.
  It was **NOTED** that the Association Committee had already followed up with Council and would do so again.
- The Minutes from the 10 June 2026 meeting have been received and follow up is required for several issues. If CA members have any comments or can assist with expediting some of the items raised, this would be useful.

(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

- Association Committee Member, Linda Mearing attended the August meeting.
- Various items were raised:
  i. Beach lifeguard signage is inadequate
  ii. Request for a bus shelter
  iii. La Perouse amenities
  iv. Council BioBlitz event on 11 September
  v. Pot holes around the precinct that require repair.
- Association Committee Member, Michelle Morgan was also in attendance and provided detailed information regarding the marine reserve project. Michelle will provide further information to the Association Committee.
- At the meeting, the attendees were advised that the Mills pond overflow occurs frequently as a result of heavy rain, due to a weakness in the infrastructure which causes sewage overflow. Those in attendance had put a motion to Randwick City Council communicating this recurring overflow issue and should be addressed.

6. Sub-Committee Reports

Resolved that Association Committee Members provide the following updates:

a. **Architect Compliance/Liaison**

i. **Lot 2 (62 Gubbuteh Road):** Further drawings have been received by the PHCA architect. However, the applicant has indicated these would undergo further revision and accordingly could not be regarded as finalised. It was noted that upon receipt of finalised supporting documentation, the matter would again be referred to the PHCA architect for review.

This matter was previously considered at the committee meetings held 16 February 2026, and 8 April 2026.

It was **noted** that the Architect and Association Committee are still concerned regarding the proposed side setback of the design. The Architect has agreed to meet with the applicant noting that a further formal review may be required after the meeting has taken place. Costs for the meeting and potentially for a further review are payable by the applicant.

b. **Council Liaison | Items Ongoing**

i. **Site meeting with Council – 10 June 2026**

A meeting was held with Randwick Council on 10 June 2026, minutes have been provided. However, they do not outline actions to be taken by Randwick City Council

A summary was provided:

- PHCA advised Council it did not support installation of a raised crossing at Pine Avenue. Council indicated this installation would nonetheless proceed.
- Mini roundabout installation would not be proceeding.
- Council advised the missing plaque at Macartney Oval had been replaced. However, those present at the meeting confirmed the plaque had not. PHCA to follow up and request Council to investigate and advise.
- PHCA advised Council that road markings throughout the estate required refreshment. Council advised that line markings throughout Randwick were regularly reviewed and were rated 1-5. Only those line markings with a 5 rating would be refreshed and the lead time was long.
- Tree maintenance throughout the estate was discussed. Council has undertaken some essential pruning. A tree located in Fleming Street has been tagged for likely maintenance.
- Council nominated a primary liaison person, Daniel Merrick, Consultation Officer, for tracking active issues involving PHCA.

ii. **Parking Signage Design Guidelines**

Noted that Council had advised it would be installing no stopping road markings (yellow lines) to roads where "No Stopping" signage had been removed.

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.

The Association Committee confirmed that Mr. Michael McIntosh of the Association Committee has been endorsed to represent the PHCA at this meeting and report back.

d. **Landscaping Liaison**

i. **Regular Maintenance**

Noted that regular maintenance was continuing as anticipated, and that a review of the existing landscaping contract was being conducted.

The Community Managing Agent was requested to contact Gardens in Mind to obtain updated business details and compliance items for invoicing within the contract.

ii. **Responsibility Areas & Easements**

Noted that a review of easements, including those with PHCA responsibility for landscaping and gardening, was being conducted to enable a Capital Fund audit to be commissioned. Noting the previous audit was undertaken in 2016. Acumen advised that the firm appointed to conduct the audit was responsible for assessing responsibility and whether or not to include as a PHCA responsibility in the Capital Fund Audit.

e. **Website/Marketing**

i. **Sponsorship**

The Committee noted that two (2) existing sponsors have re-signed and paid for a continuing sponsorship. The third existing sponsor has requested an invoice which will be issued shortly.

Sponsors raised concerns regarding the value of the sponsorships. It was suggested that the PHCA hosted events during the year, relating to lifestyle and interest of the PHCA. The committee agreed that this would require Community Association funding and approval, this proposal was not supported.

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, located in the section named 'What's On'.

ii. **Newsletter**

Noted that the Secretary and Linda Mearing are drafting a newsletter for PHCA and would welcome input from Association Committee members.

f. **Site Monitoring**

The meeting noted ongoing compliance issues throughout the Association. A supply of breach notices is available for Association Committee members use. It's important for each Association Committee member monitor breaches and provide appropriate reports to the Managing Agent for follow up.

It was **NOTED** that new boats and trailers have been identified within the area.

g. **Prince Henry Telecommunications**

A subsequent provider has been contacted for advice, they are currently mapping the 'blackspots' to identify where the weakest areas are within the PHCA area. It was noted that this had been investigated in the past, but no solution was achieved.

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

The Association Committee confirmed the replacement of the signage at Lot 17 has been undertaken and that this matter is concluded.

8. Capital Works Fund Plan Update

Resolved that the Association Committee requested the Managing Agent to provide a draft Invitation to Tender (ITT) to seek fee proposals from Solutions In Engineering, Leary and Partners and BIV. Copies of the CMS, Design Guidelines, detailed location plans and maps of the area be provided with the ITT, together with a copy of the 2015 audit report and fund forecast.

The Committee will consider tender proposals and select a preferred provider.

Note: It is important that the consultant understands the responsibilities of the Community Association which include specific power poles, pathways, driveways and PHCA-managed easements.

9. Correspondence Received – SP 86466

Resolved that the Association Committee received 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.

A number of residents within (SP86466 - East Village) had raised concerns, and submitted complaints to Randwick Council regarding removal of “No Stopping” signage by Randwick Council.

The Committee noted that a number of issues were raised by members at the meeting regards in the appropriate signage/lines/location etc (Curie, Fleming and Darwin Street). As Council had requested guidance from the Community Association the committee agreed that Leonard Ryan, Linda Mearing and Georgina Ryan would propose a solution to address these issues to present to the committee for review, endorsement and submission to the Council traffic engineer.

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

The Association Committee received the application submitted by PHHTNA (Lot 46, 2-6 Brodie Avenue, Little Bay) in relation to line marking and regulatory signage within their on title parking spaces at the southern end of the museum along Brodie Lane. The Association Committee agreed in principle with the proposal subject to more detailed plans being provided to the Association Committee.

It was **NOTED** that the request for bollards would require further consideration from the Association Committee if they intended to proceed with this aspect of the proposal.

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

Resolved that the Association Committee:

a) Acknowledge minor amendments were submitted by Lot 75 in relation to the works as identified by the owner’s structural engineer,
b) Acknowledge and accept the review undertaken by the Architect and their recommendation, and;
c) Provided approval to the minor amendments.

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

The Association Committee **noted** no response had been received to the request for further information and requested the Managing Agent to write to DP285908 Managing Agent again to obtain the information requested.

The Association Committee considered the proposed action and agreed that they would reach out to the owner and try to resolve the matter amicably and defer issuing a notice to comply.

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

It was agreed that the Managing Agent be asked to draft an apology to the owner for not responding in a timely fashion to their very strong objection to the PHCA request to remove basketball and netball apparatus from their front courtyard. A previously drafted message to be updated **as a matter of urgency** to include an offer to meet with the Chairperson, John Pearson, and Treasurer, Pavlos Totsis, to discuss and find a way forward. The Association Committee again acknowledged that it does not have authority or discretion to waive any by-law.

14. Next Meeting Date

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

Meeting Date	Time	Meeting Location
Wednesday, 14 October 2026	Commencing from 6:00pm	Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036
Wednesday, 9 December 2026		
Wednesday, 10 February 2027		
Wednesday, 10 March 2027 (AGM/ ACM)		

Correspondence Received

The Chairperson addressed the meeting and tabled an anonymous letter that had been mailed directly to a member of the Association Committee. The correspondence was considered threatening and inappropriate.

The Association Committee unanimously agreed that correspondence of this nature is unacceptable. The Committee noted that decisions are made collectively by the Association Committee and, accordingly, individual Committee members should not be singled out, personally targeted or subjected to threatening or inappropriate correspondence as a result of decisions made by the Committee.

The Association Committee reaffirmed that its role is to administer and maintain the obligations and requirements of the Community Association in accordance with the Community Land Management Act and the registered documents applicable to Prince Henry, including the Community Management Statement and the Design and Landscaping Guidelines, with the objective of maintaining the integrity and standards of the Community.

The Committee further noted that all owners and residents have a corresponding responsibility to comply with the obligations, requirements and standards set out in the applicable legislation and the registered Community documents.

Resolved that the draft letter tabled at the meeting be issued to all owners and owner's representatives of the Community Association to reinforce the legal obligations and responsibilities of owners to comply with each by-law contained in Community Management statement.

Closure: There being no further business, the Chairperson declared the meeting closed at **7:53 PM.**