

**MINUTES OF STRATA COMMITTEE MEETING
OWNERS' CORPORATION STRATA PLAN NO. 37079
Cecil Apartments 20 Gerrale Street, Cronulla**

Meeting of the Strata Committee

Held on **Friday 25th August, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla.**

The meeting commenced at **3:04pm.**

Present: Jim Flaherty (JF), Peter Lord (PL), Alan Walsh (AW),
Diane Raisin (DR).
Proxies None.
Apologies: Paul Heeks, Mrs. Matthews.
In Attendance: John Stevens (JS) Premier Contract Cleaning Pty. Ltd.
Mr. Matthews (item 3.9 only)
Chairperson: Jim Flaherty.
Quorum: Declared.

No.	Item	Resolutions	Action
1.	Minutes:	Resolved that the minutes of the last previous Strata Committee Meeting held on 11th July, 2017 are confirmed as a true record.	
2.	Review of Actions Arising from the Minutes of Previous SC Meetings:	Resolved that matters arising from previous meetings be dealt with as follows:	
		2.1 Gas Service (min 16.03.3.4ii) i. Resolved that the matter be referred to a suitably qualified engineer to provide a detailed appraisal and advice on possible solutions. ii. Noted that advice is awaited from Engineered Environments	JF
		2.2 Levy Statement (min 17.05.4.4) Noted that the Treasurer is awaiting an explanation from the Strata Manager concerning anomalies noted in accounts relating to some overdue levies being stated as "nil" arrears.	PL
		2.3 By-Laws Review (min 17.07.3.1) Noted that the strata manager has advised that the amendment to by-law 25 can be put to the AGM without the approval of commercial operators to the proposed changes.	note
		2.4 Letter Boxes (min 17.07.3.5) Noted that the correspondent was advised that the relocation of the letter boxes to the foyer for security purposes is considered unnecessary if residents clear their letter boxes daily.	note
		2.5 Parking (Shop 6) (min 17.07.3.9) Noted that a letter was sent to the new proprietors of Shop 6 concerning the use of its parking bay for storage.	note
		2.6 Parking (Lot 100) (min 17.07.3.10) Noted that a letter was sent to the owners of this lot (a storeroom) that advised that the hypothetical situation of access to parking if the lot was sold to a non-resident should be addressed if and when the situation arose.	note
		2.7 Stair Pressurisation (Briefing) (min 17.07.3.11) Noted that a report has been prepared to inform lot owners of progress in rectifying this building defect and will be included with the notice for the Annual General Meeting.	note
		2.8 Telco Leases (min 17.07.3.13) i. Noted that an unsolicited offer to purchase the Cecil's telco leases has been reviewed in detail. ii. Resolved that the locking up of future revenue for 25 years in return for a cash payment equal to ten-year's revenue was not in the interests of current or future lot owners.	note
		2.9 Energy Saving Lights in Common Areas. (min 17.07.4.1) i. Noted that a figure of \$80k has been included in the 17/18 budget.	note

	ii. Noted that motion to authorise the proposal has been included in the AGM Notice.		note
	2.10 Level 1 Terrace Balustrades. (min 17.07.4.2)		
	Noted that the work required to make the balustrades conform to the Building Code of Australia has been included in the motions to be put to the Annual General Meeting.		note
	2.11 Lift Emergency Phone. (min 17.07.4.7)		
	Noted that the building manager has been advised that the existing phone will not be turned off until a service via the NbN has been arranged notwithstanding the cut-off date of 28 th August for conventional connection.		note
	2.12 Levies for 2017/18 (min 17.07.5.1)		
	Noted that an increase of 5% has been applied to levies and included in the budget to be proposed to the Annual General Meeting.		note
	2.13 Capital Works (min 17.07.5.2)		
	Noted that the budget to be presented to the Annual General Meeting includes the proposed budget for capital works expenditure in 17/18.		note
	2.14 Fire Stair Pressurisation Investigation. (min 17.07.6.1)		
	Noted that the alternative exhaust route via the kitchen exhaust has been referred to consultants for consideration and the preparation of a comparative cost estimate of the 2 feasible routes.		note
	2.15 Interior Design (min 17.07.6.2)		
	i. Noted that the proposal submitted by McRae & Lynch of Sylvania, has been accepted at a fee of \$3,500.		note
	ii. Noted that a briefing note has been included in the papers for the Annual General Meeting.		note
3. Correspondence	That the Schedule of Correspondence in the period 11th July to 25th August was noted and that in-coming correspondence therein was received and that out-going correspondence therein was adopted.		
Business Arising from Correspondence	Business arising from Correspondence:		
	3.1 Reports to the AGM (corro. min 2)		
	Noted that reports on various works in progress be included in the AGM agenda as motions that propose that the reports be noted as recommended by the strata manager.		note
	3.2 Budget for 2017/18 (corro. min 4)		
	Resolved that the proposed budget for 17/18 is confirmed and that it be presented to the AGM for approval.		PL
	3.3 Closed Circuit TV (corro. min 6)		
	Resolved that the proposed location of additional CCTV cameras is agreed and that a motion be put to the AGM for approval.		JF
	3.4 Grease Trap By-Law (corro. min 18)		
	Resolved to not withdraw the proposed by-law until the lot owner removed redundant service lines.		JF
	3.5 Shop 12 Redundant Service Lines (corro. min 23)		
	Resolved that arrangements be made for the removal of redundant services and other remedial work at the lot owner's expense.		JS
	3.6 Gymnasium Acoustics (corro. min 31)		
	Resolved that the report on testing that occurred on 19.08.17 is noted and that the implementation of acoustic treatment proposed by the gym be monitored.		JS
	3.7 Income Tax on Telco Income (corro. min 33)		
	i. Advice from Jay Usher considered and research of ATO ruling supports the liability of income tax on telco income sits with the individual lot owner.		note
	ii. Noted that SMS has been asked to seek a refund of tax remitted to the ATO without authorisation.		PL
	3.8 Interior Design Program (corro. min 39)		
	Noted that a response has not yet been received to a request for a timeline for the provision of concepts.		JF

	3.9 Parking Rights for Lot 100	(corro. min 50)	
	i. Noted that the owner of lot 100, Mr. Matthews, was present for this item of business and was invited to address the meeting concerning the motion he has submitted for consideration by the AGM.		note
	ii. Resolved that the motion as presented by Mr. Matthews be put to the Annual General Meeting.		JF
	3.10 Parking Breaches	(corro. min 60)	
	Resolved that a Notice to Comply be issued to owner/s of CQQ80M and CPH92M due to repeated infringements and disregard of previous infringement notices..		AW
	3.11 Task force By-Laws	(corro. mins 72)	
	i. Noted that the owners of commercial lots 1, 2 & 9 have not responded to the proposed bylaws relating to plant installed by them on the common property.		note
	ii. Resolved that by-laws relating to plant associated with commercial lots 3 (dentist), 4,5 & 6 (formerly Fratelli del Mare restaurant),7 & 8 (formerly Sombreros restaurant) & 11 (Cronulla Ice Creamery) be put to the AGM for approval.		JF
	3.12 TPG Mobile Network Rollout	(corro. min 80)	
	Resolved to allow a survey of the site and to ask for clarification of the space that would be required.		JS
	3.13 U304 Kitchen	(corro. min 83)	
	Resolved that an application for a kitchen renovation be approved.		note
	3.14 Vodafone Equipment	(corro. min 86)	
	Resolved that a request for an antenna on the existing vacant mount in the SE corner of the building be approved.		note
	3.15 Letter Box Locks	(corro. min 95)	
	Resolved that the issue of new letter box locks be put to the Annual General Meeting.		JF
	3.16 Claim for Reimbursement	(corro. min 97)	
	i. Resolved that Louise Campbell be advised that the strata committee is not empowered to use strata funds for compensation for matters like the malfunctioning of the garage roller shutter.		JF
	ii. Noted that the malfunction arose due to a blown fuse possibly caused by a power surge in the early hours of the morning.		note
	iii. Noted that the building manager is investigating possible safe guards to prevent a future recurrence.		JS
4. Bldg. Manager's Report: Business Arising from the Building Manager's Report	Resolved that the Building Manager's report issued on 25 th August be received.		
	Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:		
	4.1 Report Format		
	Resolved that the BM's report separate "completed maintenance" from "maintenance due".		JS
	4.2 Electricity Supply		
	i. Noted that the electricity supply contract expires in January 2018.		note
	ii. Resolved that Energy Action conduct an auction for a new supply contract in October.		JS
	4.3 Repair of Visitors Car Park Paving		
	Resolved that additional pavers be procured to complete repairs and to have a stock for rapid replacement as required in the future.		JS
	4.4 Level 1 Terrace Paving		
	Resolved that the paving at the entrance to the terrace will not be reinstated until substantial rain has verified that the waterproofing repairs have been successful.		JS
	4.5 Level 1 Terrace Balustrades		
	Resolved to accept the quotation from GDA subject to approval of the relevant motion at the AGM.		JS

	4.6 Stair Pressurisation Ductwork	Noted that replacement of rusted ductwork and removal of redundant baffles will proceed in September.	JS
5. Financial Report:		Noted that the strata manager's financial report shows the following balances as at 31 th July.	
		Admin Fund Balance	\$199,738
		Sinking Fund Balance	\$624,586
Business Arising from the Financial Report		That matters raised in the report and not dealt with under other agenda items, be actioned as follows:	
		No Matters discussed.	
6. Business for which Notice was Given	6.1 Proposed Development at 49-51 Gerrale St.	Resolved that no submission would be made by the strata committee but noted that individual lot owners may consider making a submission concerning the size of the development and its impact on traffic and afternoon shading of Cronulla beach and park.	note
	6.2 Interior Design		
	i.	Noted that a progress report is included in the papers for the AGM.	note
	ii.	Noted that design work is yet to commence and that design proposals will not be ready for presentation to lot owners until the end of the year.	note
	6.3 Stair Pressurisation and Foyer Upgrade		
	i.	Noted that a progress report is included in the papers for the AGM.	note
	ii.	Noted that the next step is to complete a comparative study of the alternative routes identified as feasible and present this to lot owners towards the end of the year.	note
	6.4 Level 1 Terraces' Balustrades		
	i.	Noted that a preferred contractor has been identified.	note
	ii.	Noted that a motion seeking approval to proceed with this work is included on the agenda for the AGM.	note
	6.5 Annual General Meeting		
	i.	Resolved that motions and briefing papers be circulated for final comment over the weekend.	All
	ii.	Resolved that the notice of meeting and associated notes be issued to the strata manager on Monday 28 th for distribution to lot owners.	JF
	6.6 Safety Management		
	i.	Noted that no Safety Incidents Reported have been reported.	note
	ii.	No Safety Matters were discussed.	note
	6.7 Service Contracts Review		
	i.	Resolved that the service provided by Strata Management Services has been satisfactory and therefore that the current agreement should run to its full period of 3 years.	note
	ii.	Resolved that an extension of the building management contract with Premier Contract Cleaning be included in the motions to be put to the AGM.	JF
	iii.	Resolved that an extension of the Cleaning contract with Pickwick Group be included in the motions to be put to the AGM.	
7. General Business		That the following matters raised without notice, but agreed to be discussed, be dealt with as follows:	
	7.1 Annual Fire Statement		JF
		Resolved that it be verified that the inspection of commercial premises will be carried out by Superior Fire.	
8. Next Meeting:		Resolved that the next meeting be on 9 th September immediately after the AGM.	
		There being no further business, the meeting closed at 6:50 pm.	

- 9. Attachments:**
- Correspondence Schedule for the preceding period.
 - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....