

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

Meeting of the Strata Committee

Held on **Tuesday 14th February, 2017**, at **Unit 401, 20 Gerrale Street, Cronulla.**

The meeting commenced at **2:10pm.**

Present: Paul Heeks (PH), Jim Flaherty (JF), Peter Lord (PL), Alan Walsh (AW) till 5:15pm.
Proxies .
Apologies: Diane Raisin (DR)
In Attendance: John Stevens (JS) Premier Contract Cleaning Pty Ltd
Chairperson: Paul Heeks
Quorum: Declared

No.	Item	Resolutions	Action																																																									
1.	Minutes:	Resolved that the minutes of the last previous Executive Committee Meeting held on 13th December, 2016 are confirmed as a true record.																																																										
2.	Actions Arising from the Minutes of Previous EC Meetings:	Resolved that matters arising from previous meetings be dealt with as follows:																																																										
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- 2.10 Commercial Exhaust Fan (min 16.12.3.7)
Noted that an order has been let for the fitting of a "soft starter" to the commercial exhaust fan at a cost of \$1804 incl. GST to improve start up performance and reduce wear on the drive belt and that installation is imminent. note
- 2.11 Membrane Roofs (min 16.12.4.1)
Noted that an order was issued for the replacement of the roof membrane over the fire stair enclosure in the Visitors Carpark and that the work has been completed satisfactorily. note
- 2.12 Non-levy Income (min 16.12.5.1)
Noted that Treasurer is meeting with the strata manager to resolve a difference between the non-levy income report and the balance sheet. PL
- 2.13 Grease Trap Levy (min 16.12.5.2)
Noted that the Treasurer has met with the strata manager to set up a system for billing commercial operators in accordance with the grease trap by-law, which the strata manager is setting up. PL
- 2.14 Terrace Balustrades. (min 16.12.7.1)
- i. Noted that balustrades in both common and private terraces do not comply with the Building Code of Australia but some clarification of the code is required before a report can be finalised. JF
 - ii. Resolved that alternative solutions for each balustrade type be investigated. JF
 - iii. Resolve that the history of railing and planting on unit 101 and unit 106 terraces be investigated. AW
- 2.15 Commercial Kitchen Exhaust (min 16.12.7.2)
Resolved that the capacity of the system be reassessed now that Shop 12 is a gymnasium and no longer uses this system. This work to done in conjunction with an engagement for the upgrade of the stair pressurisation system. JF
- 2.16 Bicycle Parking Areas (min 16.12.7.3)
Noted that an initial investigation of some items have been removed in response to the building manager's notice and that unused bikes have been removed. note
- 2.17 Information Bulletin (min 16.12.7.4)
Noted that a brief information bulletin, summarising the key activities of the strata committee each month, will be issued this month. PL

3. **Correspondence** That the Schedule of Correspondence in the period 13th December to 14th February 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 Animal Applications Generally (corro. min 4)
Resolved that the version of the by-law approved at the EGM of 26th June 2014 be attached to all animal approvals. JF
- 3.2 Animal Application Lot 704 (corro. min 1)
Resolved that the application for Kelpie visitor dog is approved subject to the provisions of by-law 16 and noting that Kelpie dogs are not generally suited to apartment living. JF
- 3.3 Animal Application Lot 1001 (corro. min 2)
Resolved that the application for a visitor cat and small dog is approved subject to the provisions of by-law 16. JF
- 3.4 Animal Application Lot 606 (corro. min 3)
Resolved that the application for a visitor dog is approved subject to the provisions of by-law 16. JF
- 3.5 Animal Application Lot 302 (corro. min 5)
Resolved that the application for a visitor dog is approved subject to the provisions of by-law 16. JF

- 3.6 New Model By-Laws** (corro. min 11)
- i. Noted that strata schemes existing prior to the implementation of the new Strata Schemes Management Act in November 2016, such as the Cecil, are required to review their by-laws by November 2017. note
 - ii. Resolved to recommend to the Owners Corporation (OC) that existing by-laws, mostly remain unchanged subject to:
 - some updating of the master list to reflect previous general meeting decisions;
 - some renumbering to resolve anomalies and;
 - improvements in headings and formatting to improve readability.
 AW
 - iii. Resolved to refer to the OC at a general meeting the possibility of the adoption of some of the new model by-laws in Schedule 3 of the Act. JF
 - iv. Resolved to have a new by-law drafted for the consideration of the OC relating to delegation of authority from the Owners Corporation to the strata committee for minor renovations. AW
- 3.7 New Strata Schemes Management Act 2016** (corro. min 12)
- Resolved, in addition to actions above relating to by-laws, to recommend the adoption of Memorandum AG600000, which defines the division of responsibility for repairs between owner and strata. AW
- 3.8 Financial Authorities under the New Act** (corro. min 13)
- Resolved that clarification be sought on financial authorities for the issue of work orders. JF
- 3.9 Parking** (corro. min 26)
- Noted that recently there has been an increase in breaches of parking rules and resolved to continue to monitor observance of parking signage to determine whether additional enforcement action is warranted. JS
- 3.10 Security Breaches** (corro. min 46)
- Noted that arrangements have been made to modify the security grille preventing access to the level terrace stair. note
- 3.11 Shop 9** (corro. min 50)
- i. Noted a letter from Shop 9 asserting again the right to place tables and chairs on the common property at the building's entrance and; note
 - ii. Resolved to instruct the strata manager to issue an updated Notice to Comply and to proceed to the mediation stage of the dispute resolution process if ignored. AW
- 3.12 Stair Pressurisation** (corro. mins. 55,56)
- i. Noted the receipt of the Building & Fire Surveying Consultant's (B&FSC) "final draft" of its report. note
 - ii. Noted also receipt of a report and photos from an investigation undertaken by Richard Hartley note
 - iii. Resolved that the G&FSC report be distributed to Richard Hartley for his information and comment. JF
 - iv. Resolved that Richard Hartley's report be issued to the consultant's for their information and comment. JF
 - v. Resolved that a service proposal be requested from Engineered Environments (mechanical engineer) that would provide a scope of works and cost estimate for the strategy recommended. JF
 - vi. Resolved to defer further discussion until the SC has had a chance to study the reports and until indicative scope and costs are available. All
- 3.13 Renovations Approval under the New Act** (corro. min 65)
- i. Noted that the Strata Committee's authority to approve renovations is limited to what the new Strata Schemes Management Act 2016 calls "cosmetic work" (carpet, painting, blinds etc) and that lot owners' renovations deemed "minor" and "major" by the Act must be referred to a general meeting of the owners corporation. note
 - ii. Resolved that an extraordinary general meeting (EGM) be called to consider three recent submissions for approval of renovations from Units 305, 804, and 1306, which are classed as "minor" or "major" renovations under the Act. JF

- 3.14 Renovation Application Unit 305 (corro. min 66)
Noted that this application contains work that is classed as a minor renovation under the Act and requires an ordinary resolution at a general meeting to obtain approval. note
- 3.15 Renovation Application Unit 804 (corro. min 66)
Noted that this application contains work that is classed as a major renovation under the Act and requires a special resolution at a general meeting to obtain approval. note
- 3.16 Renovation Application Unit 1306 (corro. min 66)
Noted that this application contains work that is classed as a major renovation under the Act and requires a special resolution at a general meeting to obtain approval. note
- 3.17 Foyer Decoration on Special Occasions (corro. min 75)
Resolved that in the budget submitted for approval to future annual general meetings that a reference is made to the inclusion of an allowance for floral arrangements and the like to decorate the foyer on special occasions and for floral arrangements for other incidental purposes. PL
- 3.18 Foyer Plants (corro. min 77)
Noted Mr. Huntingdon's comments concerning the foyer plants and resolved that a response be drafted taking into account the SC's assessment of the health of the plants and the Building Manager's advice. JF
- 3.19 Foyer Access (corro. min 78)
Resolved that a swipe access lock be installed to the foyer door leading to the service corridor for a cost of \$1,760 including GST so that it can be kept locked at all times to maintain security but still allow resident access. JS
4. **Building Manager's Report:
Business Arising from the Building Manager's Report**
That the Building Manager's report issued on 13rd December be received.
Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:
- 4.1 **Generally**
Noted the reports on completed works. note
- 4.2 **Council Clean up**
Noted that the next available clean-up is no earlier than April and resolved that the next available date in April be booked. JS
- 4.3 **High Definition CCTV cameras**
Resolved to test one HD camera in the foyer at a cost of approximately \$400. JS
5. **Financial Report:**
Noted that the strata manager's financial report shows the following balances as at 31st January.
- | | |
|----------------------|-----------|
| Admin Fund Balance | \$63,945 |
| Sinking Fund Balance | \$343,724 |
- . **Business Arising from the Financial Report**
That matters raised in the report and not dealt with under other agenda items, be actioned as follows:
- 5.1 **Cash Flow**
Noted the cash received from the payment of levies continues to meet payment obligations without having to draw down on term deposits. note
6. **Business for which Notice was Given**
6.1 **Fire Stair Pressurisation Investigation.**
Noted that the "final draft" of the fire stair digital modelling has been received and also a report by Richard Hartley has been received. Both reports will be reviewed by the mechanical engineer, who is to be asked to provide a service proposal for design and cost estimates.
It is noted that to finalise the investigation phase it is necessary to:
- i. Commission a detailed design and cost estimate for the solutions proposed in the report;
- note

- ii. Confirm that the proposed design would meet the Building Code and Fire & Rescue's requirements;
- iii. Present the findings and recommendations to the Owners Corporation.

It is expected that these actions will take a further 6 months to complete.

6.2 Repair and Repaint: Stage 2.

- i. Noted that the final cost of the works is likely to be in the order of \$75,000 over the initial contract sum due to additional facade repairs and damp problems. note
- ii. Noted that additional repairs and damp problems have delayed the works by some months and that completion of all works is still expected in February. note

6.3 Other Capital Works

Noted that implementation of the other capital works proposed for this financial year has been deferred pending the determination of the likely cost of 6.1 and 6.2 above. note

6.4 Safety Management

- i. Noted that no Safety Incidents on common property have been reported since the last strata committee meeting. note
- ii. No Safety Matters were discussed.

7. General Business

That the following matters raised without notice, but agreed to be discussed, be dealt with as follows:

7.1 Lighting of Residential Lift Foyers.

- i. Noted a letter from Mr. Bramble (Unit 1004) concerning possible cost savings if residential lift lobby lighting and basement lighting were changed to more efficient systems. note
- ii. Noted that the Building Manager has investigated the use of more efficient light fittings in the residential lift lobbies and advised that even without after hours dimming the capital cost might be recouped in less than a year. note
- iii. Resolved to respond to Mr. Bramble by advising that a more efficient lighting system will be included in foyer upgrades in 12 to 18 months' time. JF

8. Next Meeting:

Resolved that the next meeting be on **14th March in apartment 502.**

There being no further business, the meeting closed at **5:25 pm.**

9. Attachments:

- Correspondence Schedule for the preceding period.
- Building Managers Report for the preceding period .

Minutes Adopted

Chair.....

Date.....