

**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 March, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla**.

The meeting commenced at **2:04pm**.

Present: Paul Heeks (PH), Jim Flaherty (JF), Alan Walsh (AW), Diane Raisin (DR), Peter Lord (PL) joined the meeting at 2:12pm.
Proxies None
Apologies: None
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 14th February, 2017 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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- 2.6 Commercial Kitchen Exhaust (min 16.12.7.2)
Noted that the assessment of the capacity of the exhaust system, now that Shop 12 is a gymnasium and no longer uses this system, is included in the mechanical brief for the upgrade of the stair pressurisation system. note
- 2.7 Information Bulletin (min 16.12.7.4)
Noted that a brief information bulletin, summarising the key activities of the strata committee each month, was issued for February. Resolved that a similar bulletin be prepared each month. PH
- 2.8 Animal Applications Generally (min 17.02.3.1)
Noted that the animal application form has been updated and the by-law approved at the EGM of 26th June 2014 has been attached. note
- 2.9 Animal Application Lot 704 (min 17.02.3.2)
Noted that a letter of approval was sent in response to the application for a Kelpie visitor dog as resolved at the last meeting. note
- 2.10 Animal Application Lot 1001 (min 17.02.3.3)
Noted that a letter of approval has been sent in response to the application for a visitor cat and small dog is approved subject to the provisions of by-law 16. note
- 2.11 Animal Application Lot 606 (min 17.02.3.4)
Noted that a letter of approval was sent in response to the application for a visitor dog as resolved at the last meeting. note
- 2.12 Animal Application Lot 302 (min 17.02.3.5)
Noted that a letter of approval was sent in response to the application for a visitor dog as resolved at the last meeting. note
- 2.13 New Model By-Laws (min 17.02.3.6)
Noted that recommendations summarised below were put to an Extraordinary General Meeting on 4th March: note
- i. that some of the new model by-laws in Schedule 3 of the new Regulation be adopted.
 - ii. that a new by-law relating to delegation of authority from the Owners Corporation to the strata committee for minor renovations be adopted.
- 2.14 New Strata Schemes Mngmnt. Act 2016 (min 17.02.3.7)
Noted that a motion to adopt Memorandum AG600000, which defines the division of responsibility for repairs between owner and strata, a resolution would need to be put to a general meeting of the Owners' Corporation. note
- 2.15 Financial Authorities under the New Act (min 17.02.3.8)
Noted that a paper summarising the financial authorities of the strata committee contained in the new Act and Regulation was tabled. note
- 2.16 Shop 9 (min 17.02.3.11)
Noted that the strata manager has been instructed to issue an updated Notice to Comply with legal advice from Mueller attached. note
- 2.17 Stair Pressurisation (min 17.02.3.12)
- i. Noted that the TechArt report on digital modelling was issued to Richard Hartley for his information and comment. note
 - ii. Noted that Richard Hartley's report was issued to the consultant mechanical engineer for information and comment. note
 - iii. Noted that a service proposal has been requested and received from Engineered Environments (mechanical engineer) for the provision of a scope of works and cost estimate for options to make the system comply with code requirements. note
 - iv. Resolved to arrange a meeting with the mechanical engineer to discuss the service proposal. JF
- 2.18 Renovations Approval under the New Act (min 17.02.3.13)
- i. Noted that an extraordinary general meeting (EGM) was held on 4th March 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 new Act. note
 - ii. Noted that motions were passed at the EGM approving the major renovations in Units 804 and 1306. note
 - iii. Resolved to approve the minor renovations in Units 305 and 1306. JF

- 2.19 Foyer Decoration on Special Occasions (min 17.02.3.17)
Noted that in the budget to be submitted for approval to the annual general meeting that a reference will be 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. note
- 2.20 Foyer Plants (min 17.02.3.18)
Noted that a response was sent to Mr. Huntingdon concerning the health and maintenance of foyer plants. note
- 2.21 Foyer Access (min 17.02.3.19)
Noted that a swipe access lock will 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. note
- 2.22 Council Clean up (min 17.02.4.2)
Noted that council clean-up has been booked for Wednesday 5th April. Resolved that a notice be issued to Residents. JS
- 2.23 High Definition CCTV cameras (min 17.02.4.3)
Noted that three new high definition CCTV cameras have been installed to assess whether an upgrade of all existing cameras is warranted. note
- 2.24 Lighting of Residential Lift Foyers. (min 17.02.7.10)
Noted that a response was issued to Mr. Bramble concerning his suggestion that a more efficient lighting system will be included in foyer upgrades in the near future. note

3. **Correspondence** That the Schedule of Correspondence in the period 14th February to 14th March 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 Extraordinary General Meeting 1 (corro. min 15)
Noted the Garden & Landscape Committee's (G&LC) complaint that the G&LC was not consulted prior to calling the EGM held on 4th March. note
- 3.2 Extraordinary General Meeting 2 (corro. min 16)
Resolved that the draft EGM minutes be approved for issue subject to some formatting comments. JF
- 3.3 Parking (corro. min 19)
Resolved that the updated parking infringement notice be adopted. note
- 3.4 Stair Pressurisation Upgrade (corro. min 33)
Resolved that a meeting be arranged with the mechanical engineer prior to responding to Engineered Environment's service proposal for design, documentation and construction inspection. JF
- 3.5 Email from John Greville 1 (corro. min 40)
That issues raised by Mr. Greville be dealt with as follows:
i. Vehicle circulation on B1 & B3
Resolved that residents be reminded of the need to drive safely and responsibly in the basements levels. PH
ii. Resolved that residents be asked to consider their neighbours when closing doors to the lift lobbies on each level. PH
- 3.6 Email from John Greville 2 (corro. min 47)
Resolved that improved lighting be investigated so that callers on the intercom can be clearly seen. JS
- 3.7 Grease Pit By-Law (corro. min 48)
Noted that the owner of Shop 12 has advised the strata manager that he has instructed his solicitor to prepare a revision to by-law 25 concerning the apportionment of cost now that Shop 12 no longer discharges to the grease pit. note
- 3.8 Bond for Shop 12 Fitout as a Gym (corro. min 48)
Resolved that the payment of the bond be verified prior to consideration of the lot owner's request for a refund. PL

4. **Building Manager's Report:** That the Building Manager's report issued on 14th March be received.
- Business Arising from the Building Manager's Report**
- Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:
- 4.1 **Chemical Treatment**
Noted that the replacement of the chemical treatment equipment has been completed. note
- 4.2 **Child safety Window Locks**
Noted that the installation of child safety window locks to all windows giving way to a fall of more than 2m has been completed and a certificate for the building issued. note
- 4.3 **Energy Savings**
- i. Noted that energy consumption in common areas where lights are on for 24 hours per day could be reduced by up to 80% by the installation of LED fittings with sensors and that this would provide a 2.5 year payback period on capital expenditure. note
 - ii. Resolved to seek 2 quotations for the installation of LED fittings in the fire stairs. JS
- 4.4 **Fire Monitoring Phone Line**
Resolved to disconnect the fire monitoring land line phone services (annual cost \$520 pa) and install a twin sim unit in lieu at a one-off cost of \$275 and no annual charge. JS
- 4.5 **Basement Egress Roller Shutter**
Resolved that the building manager check the quotes received for the entry roller shutter prior to finalising an order for a new roller shutter for the basement egress. JS
- 4.6 **Visitor Carpark Paving**
- i. Noted a quote of \$5,830 to replace 16 m2 (\$364/m2) of damaged pavers in the visitors' carpark. note
 - ii. Resolved that further options and quotations be considered. JS
5. **Financial Report:** Noted that the strata manager's financial report shows the following balances as at 28th February.
- | | |
|----------------------|------------|
| Admin Fund Balance | \$35,458. |
| Sinking Fund Balance | \$342,417. |
- 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 **Non Levy Income**
Resolved that the difference in the Non-Levy Income Statement (\$111,920.55 - page 37-39) and the non-levy income component in the Income & Expenditure Statement (\$94,610.98 - Page 3) be resolved. PL
- 5.2 **Optus Rent**
Resolved that contacts at Optus be advised so that overdue rent payments can be pursued. AW
6. **Business for which Notice was Given**
- 6.1 **Fire Stair Pressurisation Investigation.**
Noted that a meeting is to be arranged with the mechanical engineer to discuss a commission to identify design options and cost estimates. To finalise the investigation phase it is necessary to: note
- i. Commission consultants to provide design options and cost estimates to achieve the necessary air flows;
 - ii. Confirm that the proposed design would meet the Building Code of Australia 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 a final account is yet to be received but 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 completion was achieved in February after additional repairs and damp problems had delayed the works by some months. note

6.3 Other Major Capital Works note
 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.

- 6.4 Safety Management
 - i. Noted that no Safety Incidents on common property have been reported since the last strata committee meeting. note
 - ii. Noted that the following Safety Matters were discussed:
 - a. Unsafe driving in the basements
 - b. Vehicles projecting excessively from Shops 2 and 10 parking bays.

Resolved that a. be dealt with by a note to residents in "Just a Minute" and that a letter be sent to Shops 2 and 10. PH
JF

7. General Business

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

7.1 Non-resident Parking in Garages. JF
 Resolved that Special by-law 31 be reviewed to allow relatives of residents to park in garages without the need for written permission.

7.2 Renovation Application Form. AW
 Resolved that the renovation application form be reviewed to provide further information on the approval process for major and minor renovations.

7.3 Major Renovations. JS
 Resolved that lot owner agreement to their by-law approving their major renovations to U804 and U1306 be followed up.

7.4 Staining on Basement Walls. JS
 Resolved that the cleaner be asked to clean walls stained due to pipe breakages.

8. Next Meeting:

Resolved that the next meeting be on 11th April in apartment 502.

There being no further business, the meeting closed at 5:07 pm.

9. Attachments:

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

Minutes Adopted

Chair.....

Date.....