

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

A Strata Committee Meeting will be held on **Tuesday 11<sup>th</sup> April, 2017** in Unit 502, 20 Gerrale St., Cronulla. The meeting will commence at **2.00pm**.

**AGENDA**

- A. Record attendance and determine quorum
- B. Record any proxies
- C. Consider the following motions.

**MOTIONS**

- 1. **Minutes:** That the minutes of the last previous Strata Committee Meeting be confirmed as a true record.
- 2. **Matters Arising from Previous EC Meetings:** That actions resolved at previous meetings on the following matters be reviewed and further action agreed as deemed appropriate.

<u>Matter</u>	<u>Minute</u>	
2.1 Gas Service	(min 16.03.3.4ii)	
i. Resolved that the preferred option is to require each restaurant to install its own cut-off valve.		
ii. Resolved that the legislative and regulatory requirements be determined prior to discussing with restaurateurs.		JF
2.2 Non-levy Income	(min 16.12.5.1)	
Noted that Treasurer continues to liaise with the strata manager to resolve a difference between the non-levy income report and the balance sheet.		PL
2.3 Grease Trap Levy	(min 16.12.5.2)	
i. 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
ii. Resolved that the building manager contact Veolia is find out if it will apportion the account to each of the commercial users.		JS
2.4 Terrace Balustrades.	(min 16.12.7.1)	
Resolved that a BCA certifier be engaged to inspect and report on the balustrades in both common and private terraces to clarify the Building Code of Australia requirements and identify any non-conformances.		JF
2.5 Information Bulletin	(min 16.12.7.4)	
Resolved that the trial bulletin was a success and that a similar bulletin be prepared each month.		PH
2.6 Stair Pressurisation	(min 17.02.3.12)	
Resolved to arrange a meeting with the mechanical engineer to discuss the service proposal		JF
2.7 Renovations Approval under the New Act	(min 17.02.3.13)	
Resolved to approve the minor renovations in Units 305 and 1306.		JF
2.8 Council Clean up	(min 17.02.4.2)	
Resolved that a notice be issued to Residents.		
2.9 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.		JS

**3. Correspondence**

- i. That correspondence scheduled in the correspondence register for the period 14<sup>th</sup> March to 11<sup>th</sup> April be received and that outgoing correspondence therein be adopted.
- ii That actions be agreed to resolve the following issues not scheduled for discussion under agenda item 6 below:

- 3.1 Common Area Lighting (corro. min 6)  
That the quotations for replacement of 46 light fittings be considered.
- 3.2 Out of Hours Furniture Movement (corro. min 8)  
That procedures for out-of-hours furniture movement be reviewed.
- 3.3 Optus Lease (corro. min16 )  
That progress in confirming the lease start date be noted.
- 3.4 Painting Contract (corro. min 26)  
That outstanding contract finalisation actions be noted.
- 3.5 Renovation Work in Structural Space (corro. min 38)  
That the advice form SMS that the issue be referred to a solicitor be considered.
- 3.6 Renovation By-Law Costs (corro. min 42)  
That the timing and method of recovery of costs be considered.
- 3.7 Renovation Insurances (corro. min 45)  
That the updated Renovation Application from be reviewed.
- 3.8 Renovation Application Form (corro. min 52)  
That the updated Renovation Application from be considered.
- 3.9 Stair pressurisation (corro. min 64)  
That the revised fee proposal from Colin Field be considered.
- 3.10 Level 1 Terrace Balustrades (corro. min 71)  
That the advice form the BCA certifier b considered.
- 3.11 Roller Shutter to B1 Exit (corro. min 70)  
That the quotation from Able Doors in the amount of \$4,700 be considered.
- 3.12 Parking (corro. min 74)  
That recent parking infringements be noted.

**4. Building Managers Report:**

- i. That the building manager's report be received.
- ii. That actions be agreed to resolve any issues arising from the building manager's report

**5. Financial Report:**

- i. That the financial report for the month ending 31<sup>st</sup> March be received.
- ii. That actions be agreed to resolve any issues arising from the report.
- iii. That actions be agreed to resolve any other financial matter.

**6. Business for which Notice is Given**

That the following property and administrative matters be reviewed:

- 6.1 Stair Pressurisation Investigation.
  - i. That progress to date and program going forward be reviewed. JF
  - ii. That any critical issues be discussed
- 6.2 Level 1 Terrace Balustrades
  - i. That progress to date and program to completion be reviewed. JF
  - ii. That any critical Issues be discussed.
- 6.3 Capital Works for 2016/17  
That progress on capital works budgeted for in this financial year be reviewed. JF
- 6.4 Unit 1306 Renovation
  - i. That progress to date and program to completion be reviewed. ALL
  - ii. That any critical Issues be discussed.
- 6.5 Unit 804 Renovation
  - i. That progress to date and program to completion be reviewed. JS
  - ii. That any critical Issues be discussed.

**6.6 Unit 305 Renovation**

- i. That progress to date and program to completion be reviewed. JS
- ii. That any critical Issues be discussed.

**6.4 Safety Management**

- i. That any Safety Incidents Reported be reviewed. JS
- ii. That any other Safety Matters be discussed.

**7. Other Business** That other matters agreed to be considered, be considered.

**8. Next Meeting:** That the date and location of the next meeting be agreed.

**Date of this Meeting Notice: 7<sup>th</sup> April 2017**

**PLEASE NOTE:**

- o *Owners or the nominees of Corporate Owners can attend Strata Committee meetings, however, they may only address the meeting if the Committee approves.*
- o *The Strata Committee may instruct the strata manager to perform functions under its delegated powers pursuant to Section 29 of the Strata Schemes Management Act*