

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 16th May, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla**.

The meeting commenced at **2:05pm**.

Present: Paul Heeks (PH), Jim Flaherty (JF), Alan Walsh (AW), Diane Raisin (DR), Peter Lord (PL).
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 11th April, 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:	
		2.1 Gas Service (min 16.03.3.4ii) Noted that copies of the legislative and regulatory requirements have not been received yet and resolved that these documents be pursued prior to discussing the issue with restaurateurs.	JF
		2.2 Non-levy Income (min 16.12.5.1) Noted that a non-levy income discrepancy of \$17,309.52 between the detailed non-levy income statement and the income and expenditure statement has been explained satisfactorily by the strata manager.	note
		2.3 Information Bulletin (min 16.12.7.4) Noted that the bulletin was issued electronically at about the time of the issue the SC meeting minutes as resolved.	note
		2.4 Stair Pressurisation (min 17.02.3.12) See item .8 below.	note
		2.6 Common Area Lighting (min 17.03.3.1) Resolved that a quotation be sought for all fire stair and basement parking and that the work be included in the Sinking Fund Plan for 17/18 and that a motion be put to the next AGM.	JS
		2.7 Out-of-Hours Furniture Movement (min 17.03.3.2) Resolved to agree to the proposed amendment of Special By-Law 24 that extends the hours from 2pm to 4pm and strengthens the cost recovery provisions for out-of-hours moves, and resolved that the amended by-law be put to the next general meeting for approval.	note
		2.8 Painting Contract (min 17.03.3.4) Noted that the request for the provision of a clear statement of the final contract sum was escalated within Higgins to Jason Dunbar and that a response is awaited.	note
		2.9 Renovation Work in Structural Space (min 17.03.3.5) Noted that the issue of responsibility for lot owners' work in common areas, particularly structural space like false ceilings and ducts, was not referred to Mueller because the matter of responsibility will clarified in each case by the relevant Special By-laws.	note
		2.10 Renovation Insurances (min 17.03.3.7) Noted that the Renovation Application form has been amended to include the issue of Insurance.	note

- 2.11 Renovation Application Form (min 17.03.3.8)
Noted that an application form specifically for residential renovations has been drafted to remove the indemnity specific to change of use and commercial renovations and resolved that this form be adopted. **note**
- 2.12 Level 1 Terrace Balustrades (min 17.03.3.10)
Noted that the advice from the BCA certifier and a proposed solution has been discussed with the owners of terraces on level 1. **note**
- 2.13 Roller Shutter to B1 Exit (min 17.03.3.11)
Noted that the quotation from Able Doors in the amount of \$5,170 incl. GST was accepted and that the work has been completed. **note**
- 2.14 Parking (min 17.03.3.12)
Noted that letters have been sent from the strata manager to residents of three units that continue to exceed common area parking time limits. **note**
- 2.15 Visitor Carpark Paving (min 17.03.4.6)
Noted that this matter is addressed in the building manager's report. **note**
- 2.16 Standby Diesel Generator. (min 17.03.4.7)
Resolved that a quotation be sought for the replacement of the generator radiator, which is corroded beyond repair. Noted that this matter was held over from the previous meeting. **JS**
- 2.17 Optus Rent (min 17.03.5.3)
Noted further progress in pursuing overdue rent payments with a senior manager within the Optus organisation and that a response from Optus is expected soon. **note**
- 2.18 Romtech Debits and Payments. (min 17.03.5.4)
Noted that additional information on the accounting for fire callouts charges to Shop 12 has been received. Resolved that this data be reviewed. **AW**
- 2.21 By-Law Review 1 (By-Law Numbering) (min 17.03.7.1)
Noted that agreement has been received from Mr. McMartin and that a response is awaited from Mr. & Mrs. Woolridge to the elimination of duplicate numbering related by-laws approving their lot amalgamations. **JF/JS**
- 2.22 By-Law Review 2 (Plant in Common Space) (min 17.03.7.2)
Noted that the matter of a by-law relating to recommendations in the Task Force Report is dealt with under 3.1 below. **note**

3. **Correspondence** That the Schedule of Correspondence in the period 11th April to 16th May 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 By-Laws 1 (Commercial Operators' Plant) (corro. min 7)
Resolved that the draft by-law relating to commercial operators' mechanical plant in the dock and service corridor be adopted and referred to the proprietors for their agreement prior to putting it to a general meeting. **AW/JS**
- 3.2 By-Laws 2 (Non-residents parking in garages) (corro. min 10)
Resolved that the amendment deleting the word "licence" be adopted and the revised version of SBL31 be referred to the next general meeting. **note**
- 3.3 By-Laws 3 (Renovation Approvals) (corro. min 13)
i. Noted that the current practices concerning approval of alterations and additions conforms to advice from Mueller.
ii. Resolved that an invoice from Mueller in the amount of \$1,100 is approved for payment. **PL**
- 3.4 Interior Design (corro. min 19)
Resolved that fee proposals be sought from interior design firms for upgrade of foyers to be put to a future general meeting. **JF**
- 3.5 Optus Lease (corro. min 27)
Resolved that the proposal put to Optus for the settlement of the dispute proposing that the payment start date be 03.02.12 is supported. **note**
- 3.6 Parking 1 (corro. min 34)
Resolved that the cost to repair the Visitor Carpark barrier (\$137.50 incl. GST) made necessary by the actions of an employee of Sombreros be charged to the owner of lots occupied by Sombreros restaurant. **JF/JS**

- 3.7 **Parking 2** (corro. min 36)
Resolved that, prior to a Notice to Comply with parking rules being issued, the building manager will liaise with the resident in U504 to update the vehicle ownership schedule. **JS**
- 3.8 **Stair Pressurisation** (corro. min 41)
Noted that a revised proposal has been received but resolved to hold over a response until after the number of options to be investigated is determined. **JF**
- 3.9 **TPG Telecom** (corro. min 47)
Noted that the building manager has sent a response to an expression of interest from TPG for the installation of mobile phone equipment. **note**
- 3.10 **Renovation Application Form** (corro. min 49)
Resolved that an amendment to the renovation application form clarifying responsibility for work in common space be adopted. **note**
- 3.11 **Electronic Lock to Service Corridor** (corro. min 51)
Noted that the operation of the lock has been improved and is now satisfactory. **note**
- 3.12 **Proposed Kitchen Renovation U404** (corro. min 55)
Resolved that an application for approval of a kitchen renovation is approved. **note**
- 3.13 **Proposed Library Shelving** (corro. min 56)
Resolved that a proposal by Mr. Braithwaite for free-standing shelves for the exchange of books etc. in the B3 lift lobby is approved subject to no alteration to the common property. **note**
- 3.14 **Dog Application** (corro. min 58)
Resolved that an application from U106 for a visitor dog is approved. **note**
- 3.15 **Proposed Kitchen Renovation U505** (corro. min 59)
Resolved that an application for approval of a kitchen renovation is approved. **note**
4. **Bldg. Manager's Report: Business Arising from the Building Manager's Report**
That the Building Manager's report issued on 16th May be received.
Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:
- 4.1 **Energy Saving Lights in Common Areas**
Resolved to seek a quotation for all the basement and fire stair areas and include the capital cost in the budget proposed at the next AGM. **JS**
- 4.2 **Stand-by Diesel Generator.**
i. Noted the 7 year old starter batteries are due for replacement and an order has been placed. **JS**
ii. Noted that a quotation for the replacement of the generator radiator is yet to be sought. **JS**
- 4.3 **Visitor Carpark Paving**
Noted that 27m2 of new pavers has been ordered and that the replacement of broken pavers will be undertaken by a contractor at hourly rates. **JS**
- 4.4 **Shop 12 Change in Proprietor**
Noted that a new proprietor is to take over the running of the gym and that a submission for approval of new signage will be required.. **JS**
5. **Financial Report:**
Noted that the strata manager's financial report shows the following balances as at 30th April.
- | | |
|----------------------|------------|
| Admin Fund Balance | \$69,009. |
| Sinking Fund Balance | \$450,530. |
- . **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 **Vodafone Payment**
Noted that Vodafone has paid \$41,116 plus GST for rent to May 2018. **note**
- 5.2 **Green Options Account.**
Noted that the late payment of a recent Green Options account was due to an oversight. **note**

- 6. Business for which Notice was Given**
- 6.1 Fire Stair Pressurisation Investigation.**
 Noted that the following process is confirmed:
 i. Commission consultants to provide design options and cost estimates to achieve the necessary air flows; **note**
 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 a General Meeting of the Owners Corporation.
 It is expected that these actions will take a further 4 months to complete.
 Resolved that a workshop is proposed for the week commencing 5th June to identify the best options for detailed evaluation and costing. **JF**
- 6.2 Level 1 Terrace Balustrades**
 Resolved that quotes be sought in preparation for presenting a motion to the next general meeting. **JF/JS**
- 6.3 Capital Works Program 2016/17.**
 i. Noted that painting and balcony balustrading have been completed. **note**
 ii. Noted that the replacement of the commercial air conditioning cooling tower will not be undertaken due to continued satisfactory operation. **note**
- 6.4 Unit 1306 Renovation**
 Noted that this work is approximately 50% complete and is progressing satisfactorily. **note**
- 6.5 Unit 804 Renovation**
 Note that this work is approximately 90% complete and is progressing satisfactorily. **note**
- 6.6 Unit 305 Renovation**
 Noted that this work was completed satisfactorily. **note**
- 6.7 Safety Management**
 Noted that no Safety Incidents on common property have been reported since the last strata committee meeting. **note**
- 7. General Business**
- That the following matters raised without notice, but agreed to be discussed, be dealt with as follows:
- 7.1 Hazardous Materials**
 Resolved that the building manager update the hazardous materials survey of the building. **JS**
- 7.2 Post Office Charges**
 Noted that the post office is charging \$2.75 to remit levies which can lead to unpaid levy balances of the same amount. Resolved that lot owners be alerted by a note in "Just Minute". **PH**
- 7.3 Levy Statement**
 Resolved that the Treasurer investigate the anomalies cited relating to some overdue levies being stated as nil arrears. **PL**
- 8. Next Meeting:** Resolved that the next meeting be on **13th June. Location to be advised.**
 There being no further business, the meeting closed at **5:00 pm.**
- 9. Attachments:**
 - Correspondence Schedule for the preceding period.
 - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....