

**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 13<sup>th</sup> June, 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.	<b>Minutes:</b>	Resolved that the minutes of the last previous Strata Committee Meeting held on <b>16<sup>th</sup> May, 2017</b> are confirmed as a true record subject to the following amendment:  Item 3.15 Proposed Kitchen Renovation - amend U505 to U305	
2.	<b>Actions Arising from the Minutes of Previous SC Meetings:</b>	Resolved that matters arising from previous meetings be dealt with as follows:	
		<b>2.1 Gas Service</b> (min 16.03.3.4ii) Noted that the legislative and regulatory requirements have been received and were forwarded to the building manager for comment.	JS
		<b>2.2 Common Area Lighting</b> (min 17.03.3.1) Noted that quotations have been sought for all fire stair and basement lighting. See BM's report.	note
		<b>2.3 Standby Diesel Generator.</b> (min 17.03.4.7) Noted that a quotation has been received for the replacement of the generator radiator, which is corroded beyond repair. See BM's Report.	note
		<b>2.4 Optus Rent</b> (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 has been received. See 3.6 below.	note
		<b>2.5 Romtech Debits and Payments.</b> (min 17.03.5.4) i. Noted that additional information on the accounting for fire callouts charges to Shop 12 has been received. ii. Resolved that this data be reviewed.	PL
		<b>2.6 By-Laws Review 1 (By-Law Numbering)</b> (min 17.03.7.1) Noted that agreement has been received from Mr. & Mrs. Woolridge to the elimination of duplicate numbering related by-laws approving their lot amalgamations.	note
		<b>2.7 By-Laws Review 2 (Commercial Operators' Plant)</b> (min 17.05.3.1) i. Noted that the draft by-law relating to commercial operators' mechanical plant in the dock and service corridor have been referred to the proprietors for their agreement prior to putting it to a general meeting. ii. Resolved that the strata manager be asked to provide a copy for our records.	note JF
		<b>2.8 By-Laws Review 3 (Renovation Approvals)</b> (min 17.05.3.3) Noted that an invoice from Mueller in the amount of \$1,100 has been paid.	note
		<b>2.9 Interior Design</b> (min 17.05.3.4) Noted that a fee proposal has been received from St James Whitting in the amount of \$6,600 for alternative schemes colour boards etc.	note

- 2.10 Parking 1 (min 17.05.3.6)  
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 by way of addition to levy. JF
- 2.11 Parking 2 (min 17.05.3.7)  
Noted that a Notice to Comply with parking rules was issued after the building manager updated the vehicle ownership schedule. note
- 2.13 Stair Pressurisation (min 17.05.3.8)  
Noted that a revised proposal was received but also noted that it was redundant due to one only option having been identified as viable. note
- 2.14 Energy Saving Lights in Common Areas (min 17.05.4.1)  
Noted that a report on this issue is included in the BM's report. note
- 2.15 Stand-by Diesel Generator. (min 17.05.4.2)  
Noted that a report on this matter is included in the BM's report. note
- 2.16 Visitor Carpark Paving (min 17.05.4.3)  
Noted that a report on this matter is included in the BM's report. note
- 2.17 Shop 12 Change in Proprietor (min 17.05.4.4)  
Noted that a meeting was held on 5<sup>th</sup> June. note
- 2.18 Fire Stair Pressurisation Investigation. (min 17.05.6.1)  
Noted that a workshop on options was held on 6<sup>th</sup> June and a preferred option was identified for further evaluation and costing. note
- 2.19 Level 1 Terrace Balustrades (min 17.05.6.2)  
Resolved that quotes be sought in preparation for presenting a motion to the next general meeting. JS
- 2.20 Hazardous Materials (min 17.05.4.4)  
Resolved that the BM update the hazardous materials register. JS
- 2.21 Post Office Charges (min 17.05.4.4)  
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
- 2.22 Levy Statement (min 17.05.4.4)  
Resolved that the Treasurer investigate the anomalies cited relating to some overdue levies being stated as nil arrears. PL

3. **Correspondence** That the Schedule of Correspondence in the period 16<sup>th</sup> May to 13<sup>th</sup> June 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 Review 1 (corro. min 4)  
Resolved that a further tranche of by-law amendments be submitted to an extraordinary general meeting of Owners to be called for 2 weeks' time. AW
- 3.2 By-Laws Review 2 (corro. min 5)  
Resolved to hold over consideration of an amendment to SPBL29, which relates to the issue of keys and tags, until the next SC meeting. All
- 3.3 Fire Call-out (corro. min 10)  
Noted that U1305 was informed that it was the source of the fire call-out which appeared to be caused by steam from a clothes drier. note
- 3.4 Gas Supply (corro. min 14)  
Resolved that discussion of the implications for commercial operators of the gas code requirements be held over to the next SC meeting so that a report from the BM can be received and considered prior to discussion. JS
- 3.5 Interior Design (corro. min 16)  
Resolved that 2 further fee proposals be sought from local firms. JF
- 3.6 Optus Rent Arrears (corro. min 34)  
Noted that a settlement has been reached in the dispute over the start date for the payment of rent, which will now be 15<sup>th</sup> October 2012, the date of the licence agreement. note
- 3.7 Parking (corro. min 42)  
Resolved that a notice to residents based on recent advice from NSW Fair Trading be issued. JF

	<b>3.8 Bathroom Refurbishment U502</b>	(corro. min 45)	
	Resolved that an application for refurbishment of bathrooms be determined as a major renovation requiring consideration of a general meeting of the Owners Corporation, which is to be convened as soon as possible.		JF
	<b>3.9 By-law for U502 Bathroom Refurbishment</b>	(corro. min 46)	
	Resolved that the draft SPBY51 for the proposed renovation of U502 bathrooms be adopted for referral to a general meeting of Owners.		JF
	<b>3.10 Shop 12: New Gym Proprietor</b>	(corro. min 52)	
	Noted a report was heard on a meeting with the new proprietor, in which the new proprietor's obligations under the Strata Schemes Management Act and the conditions of development consent were emphasised.		Note
	<b>3.11 L1 Terrace Access</b>	(corro. min 63)	
	Noted that a verbal request for improved access was received and resolved that the matter be included the updated sinking fund plan to be submitted to the next annual general meeting.		JF
	<b>3.12 Unit 805 Minor Addition</b>	(corro. min 74)	
	Resolved that the lot owners be advised that the proposed work is assessed as "cosmetic" under the new Act and therefore does not require SC approval.		JF
<b>4. Bldg. Manager's Report: Business Arising from the Building Manager's Report</b>	That the Building Manager's report issued on 13 <sup>th</sup> June be received.		
	Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:		
	<b>4.1 Energy Saving Lights in Common Areas</b>		
	i.	Resolved that discussions with potential suppliers be concluded and noted that the likely cost will be in the order of \$50k to \$60k.	JF
	ii.	Resolved that a tender report be prepared when quotes received and that the work be included in the Sinking Fund Plan for 17/18 and that a motion be put to the next AGM.	JF/JS
	<b>4.2 Stand-by Diesel Generator.</b>		
	Noted that a price of \$23,510 including gst has been received and resolved that additional prices be sought.		JF
	<b>4.3 Visitor Carpark Paving</b>		
	Noted that 27m <sup>2</sup> of new pavers have been delivered and that the replacement of broken pavers will commence in the next week.		note
	<b>4.4 Stair Pressurisation Ductwork</b>		
	Resolved to accept a quotation of \$5,016 incl. gst for the replacement of rusted ductwork, the removal of attenuators and replacement of louvres.		JF
	<b>4.5 Unit 1306 Renovation</b>		
	Noted that this work was inspected and deemed completed satisfactorily.		note
	<b>4.6 Unit 804 Renovation</b>		
	Noted that this work was inspected and deemed completed satisfactorily.		note
	<b>4.7 Unit 404 Renovation</b>		
	Noted that this work was inspected and deemed completed satisfactorily.		note
<b>5. Financial Report:</b>	Noted that the strata manager's financial report shows the following balances as at 31 <sup>st</sup> May.		
	Admin Fund Balance	\$74,617.	
	Sinking Fund Balance	\$443,345.	
<b>Business Arising from the Financial Report</b>	That matters raised in the report and not dealt with under other agenda items, be actioned as follows:		
	<b>5.1 Administration Fund</b>		
	Noted that the end of financial year balance of this fund is expected to be in the order of \$40,000 as planned.		note
	<b>5.2 Sinking Fund</b>		
	Noted that the end of financial year balance of this fund is expected to be in the order of \$645,000.		note
	<b>5.3 Budget Planning</b>		
	Noted that the 2017/18 budget will need to be prepared in the next two months for presentation to the AGM.		note

- 6. Business for which Notice was Given**
- 6.1 Fire Stair Pressurisation Investigation.**
- i. Noted that the workshop on 5<sup>th</sup> June identified one preferred option, which involves expansion of the air relief duct into the current garbage chute and replacement of the garbage chute. JF
  - ii. Resolved that consultants be engaged for the preferred option to provide the mechanical design, interior design options and cost estimates for building work in association. JF
  - iii. Resolved that the detailed design and cost estimates be presented to the AGM in early September. JF
- 6.2 Level 1 Terrace Balustrades**  
Noted that quotes have been sought in preparation for presenting a motion to the next general meeting after quotes received.
- 6.3 Safety Management**  
Noted that no Safety Incidents on common property have been reported since the last strata committee meeting.
- 7. General Business**
- That the following matters raised without notice, but agreed to be discussed, be dealt with as follows:
- 7.1 Cost of Fire Call-Outs**  
Resolved that a draft by-law be prepared which would authorise the averaging of the annual total cost of call-outs and the invoicing of an average amount to units responsible for call-outs over a 12 month period. AW
- 7.2 Shops 4,5 & 6 Refurbishment**  
Noted that the proposed scope of work is cosmetic and therefore does not require approval.
- 7.3 Shops 7 & 8**  
Noted that the new owners may seek to split the current restaurant.
- 7.4 Shops 12**  
Resolved that a formal protest be lodged by the building manager with the new proprietor of Shop 12 concerning construction noise at 5:45 am. JS
- 8. Next Meeting:** Resolved that the next meeting be on **11<sup>th</sup> July, location to be advised.**
- There being no further business, the meeting closed at **4:40 pm.**
- 9. Attachments:**
- Correspondence Schedule for the preceding period.
  - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....