

**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 11th July, 2017**, at **Unit 204, 20 Gerrale Street, Cronulla**.

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

Present: Paul Heeks (PH), Jim Flaherty (JF), Peter Lord (PL), Alan Walsh (AW), Diane Raisin (DR).
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 Strata Committee Meeting held on 13th June, 2017 are confirmed as a true record.	
2.	Actions Arising from the Minutes of Previous SC Meetings:	Resolved that matters arising from previous meetings be dealt with as follows:	
		2.1 Gas Service (min 16.03.3.4ii)	
		i. Noted the building manager's advice concerning the application to our installation of the requirements of AS5601 2002.	note
		ii. Resolved that the matter be referred to a suitably qualified engineer to provide a detailed appraisal and possible solutions.	JF
		2.2 Romtech Debits and Payments. (min 17.03.5.4)	
		Noted that the additional information on the accounting for fire callout charges has been received and that the matter is resolved.	note
		2.3 By-Laws Review (Commercial Operators' Plant) (min 17.05.3.1)	
		Noted that the strata manager has provided copies of letters to commercial operators, requesting agreement to proposed by-laws for our records.	note
		2.4 Parking (min 17.05.3.6)	
		Noted that the cost to repair the Visitor Carpark barrier (\$137.50 incl. GST) due to the actions of an employee of Sombreros has been charged to the owner of the Sombreros restaurant lots by way of addition to the levies.	note
		2.5 Level 1 Terrace Balustrades (min 17.05.6.2)	
		Noted that quotes have been sought in preparation for presenting a motion on this matter to the next general meeting.	note
		2.6 Hazardous Materials (min 17.05.4.4)	
		Noted that the Building Manager has updated the hazmat register.	note
		2.7 Post Office Charges (min 17.05.4.4)	
		Noted that the post office charge of \$2.75 to remit levies to the Strata Manager has been mentioned in the June edition of "Just Minute".	note
		2.8 Levy Statement (min 17.05.4.4)	
		Noted that the Treasurer is awaiting an explanation from the Strata Manager concerning anomalies noted in accounts relating to some overdue levies being stated as "nil" arrears.	PL
		2.9 By-Laws Review (min 17.06.3.1)	
		Noted that a further tranche of by-law amendments were submitted and passed by an extraordinary general meeting held on 1 st July.	note
		2.10 By-Laws Review (Keys & Tags) (min 17.06.3.2)	
		i. Resolved to hold over consideration of an amendment to SPBL29, which relates to the issue of keys and tags, until the Annual General Meeting.	AW
		ii. Noted that the key and tag register has been updated.	note

- 2.11 Interior Design (min 17.06.3.5)
Noted that 2 further fee proposals have been received from local firms. note
- 2.12 Parking (min 17.06.3.7)
Noted that a notice to residents based on recent advice from NSW Fair Trading has been issued re parking additional vehicles to spaces owned. note
- 2.13 Bathroom Refurbishment U502 (min 17.06.3.8)
Noted that a general meeting of the Owners Corporation was convened on 1st July to consider this application for a major renovation. note
- 2.14 By-law for U502 Bathroom Refurbishment (min 17.06.3.9)
Noted that the draft SPBY51 for the proposed major renovation of U502 bathrooms was approved at a general meeting of Owners on 1st July. note
- 2.15 L1 Terrace Access (min 17.06.3.11)
Noted that improvement in access for the infirm has been included on the draft agenda for the next annual general meeting. note
- 2.16 Unit 805 Minor Addition (min 17.06.12)
Noted that the lot owners of Unit 805 have been advised that the proposed work is assessed as "cosmetic" under the new Act and therefore does not require SC approval. note

3. Correspondence That the Schedule of Correspondence in the period 13th June to 11th July 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 (corro. min 2)
 - i. Noted that none of the restaurants has responded to the letter concerning the apportionment of grease trap charges. note
 - ii. Resolved to enquire of the strata manager whether the amendment to the by-law can be put to the AGM without the approval of commercial operators to the proposed changes. **JF**
- 3.2 By-Laws Review (corro. min 12)
Resolved that no by-law be proposed for Shop 10's use of part of its parking bay for a secure store because this would decrease the number of parking spots that were required by the building's development consent. note
- 3.3 Common Area Lighting (corro. min 21)
Resolved to discuss this matter later in the meeting after receiving the Building Manager's report on quotations in section 4 below. note
- 3.4 Interior Design (corro. min 44 & 46)
Resolved to discuss the service proposals received later in the meeting when interior design generally is discussed under item 6.2 below. note
- 3.5 Letter Boxes (corro. min 47)
 - i. Resolved to advise the correspondent that the relocation of the letter boxes to the foyer for security purposes is considered unnecessary if residents clear their letter boxes daily. **JF**
 - ii. Noted the Building Manager's advice that thieves generally use master keys to break into mail boxes and that a new security lock could be arranged by the building manager at owner's expense for a cost of about \$40, if owners remain concerned about the security of their mail. note
- 3.6 Parking (Building Manager) (corro. min 56)
 - i. Noted that the building manager parks in the Visitor's Car Park unless there are no vacancies, in which case there is an arrangement with Sombreros restaurant that he park on B1 in one of their bays. note
 - ii. Resolved that the relief building manager, who recently parked in a short term bay be advised of this arrangement. **JS**
- 3.7 Parking (B1 Time Limits) (corro. min 57)
 - i. Noted that the building manager has discussed a recent breach of time limit with a resident. note
 - ii. Resolved that the building manager continue to monitor the time limits closely to ensure equitable access for all. **JS**
- 3.8 Parking (DNX12F) (corro. min 58)
 - i. Noted the building manager's advice that this vehicle is an additional vehicle belonging to a resident. note

	ii. Resolved that the building manager continue to monitor the observance of parking restrictions in all parking areas.	JS
3.9	Parking (Shop 6) (corro. min 60) Resolved that a letter be drafted to the new proprietors of Shop 6 concerning the use of its parking bay for storage.	AW
3.10	Parking (Lot 100) (corro. min 61) Resolved that a letter be drafted to the owners of this lot (a storeroom) advising that the hypothetical situation of access to parking if the lot was sold to a non-resident should be addressed if and when the situation arose.	AW
3.11	Stair Pressurisation (Briefing) (corro. min 80) Resolved that the appropriate process to inform lot owners of progress in resolving this building defect is the inclusion of a briefing paper with the notice for the Annual General Meeting.	JF
3.12	Stair Pressurisation (Regulatory Process) (corro. min 87)	
	i. Noted the BCA certifier's advice that the development is not a "complying development" and therefore would require the involvement of Sutherland Council in the certification process.	note
	ii. Resolved to defer further consideration of this aspect of the project until a design has been endorsed by a general meeting.	note
3.13	Telco Leases (corro. min 91)	
	i. Noted that this arrangement is unlikely to be advantageous.	note
	ii. Resolved that an unsolicited offer to purchase the Cecil's telco leases be reviewed in detail.	AW
3.14	Cleaning Costs (corro. min 103)	note
	Noted that the proposed increase in cleaning costs advised by the contractor are in line with the Fair Work Commission's ruling for wage increases and associated employment on-costs.	
3.15	G&LC Newsletter (corro. min 104)	
	Noted the contents of the newsletter.	note
4.	Bldg. Manager's Report:	
	Resolved that the Building Manager's report issued on 11 th July 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 Energy Saving Lights in Common Areas.	
	i. Noted that 3 proposals have been received from potential suppliers.	note
	ii. Resolved that a figure of \$80k be included to budget for 2017/18.	PL
	iii. Resolved that the proposed replacement of light fittings be included on the agenda for the Annual General Meeting in September.	JF
	4.2 Level 1 Terrace Balustrades.	
	i. Noted that a quote of \$24,915 incl. GST has been received and that further quotes are being sought.	note
	ii. Resolved that the work required to conform to the Building Code of Australia be put to the Annual General Meeting in September.	JF
	4.3 Visitor Carpark Paving	
	Noted that work has commenced on the replacement of broken pavers.	
	4.4 Stair Pressurisation (Ductwork)	note
	Noted that a quote of \$5,016 incl. GST has been accepted for the replacement of rusted ductwork and that work will commence this month.	note
	4.5 Minor Renovation Application (U803).	
	Noted that an application for approval to install a floating timber floor was received today and resolved that the work is approved.	note
	4.6 Level 1 Terrace Paving	
	Noted that pavers are to remain up outside the access door until significant rainfall tests the repairs to the waterproof membrane underneath.	note
	4.7 Lift Emergency Phone.	
	Noted that the building manager is making arrangements for the lift phone to be transferred to the NbN prior to the cut-off date of 28 th August for conventional connection	JS

5. **Financial Report:** Noted that the strata manager’s financial report shows the following balances as at 30th June.
- | | | |
|----------------------|------------|--|
| Admin Fund Balance | \$48,340. | |
| Sinking Fund Balance | \$418,600. | |
- 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 **Levies for 2017/18**
Resolved that an increase of 5% be applied to levies and included in the budget to be proposed to the Annual General Meeting in September. **PL**
- 5.2 **Sinking Fund**
Resolved that the draft sinking fund budget be presented for endorsement to the Annual General Meeting in September. **PL**
6. **Business for which Notice was Given**
- 6.1 **Fire Stair Pressurisation Investigation.**
- i. Noted that, subsequent to the workshop on 5th June, an additional duct path option has been identified, which involves replacing the existing commercial kitchen exhaust with a low level treatment system. **note**
 - ii. Noted that consultants have been engaged to provide the mechanical design, interior design options and cost estimates for building work in association with the mechanical work. **note**
 - iii. Resolved that the alternative exhaust route via the kitchen exhaust be examined and a comparative cost estimate be established. **JF**
 - iv. Resolved that a report on progress on resolving this building defect be made to the Annual General Meeting in September. **JF**
- 6.2 **Interior Design**
- i. Noted that 3 quotes have been received, ranging from \$3,500 to over \$10,000. **note**
 - ii. Noted that offers were assess after an interview on site of the local designers and a detailed assessment of the non-price aspects of each offer. **note**
 - iii. Resolved to accept the proposal submitted by McRae & Lynch of Sylvania, which was assessed as the most appropriate proposal for the building and coincidentally proposed the lowest fee of \$3,500. **JF**
 - iv. Resolved to provide a briefing to the Annual General Meeting and present concepts to a future extraordinary general meeting when ready. **note**
- 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 **Renovations Form**
Resolved that a form used by Cote d’Azure be reviewed. **AW**
- 7.2 **Parking (Shop 11)**
Resolved that a letter be drafted concerning a recent infringement. **AW**
8. **Next Meeting:** Resolved that the next meeting be on 25th August in Unit 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.....