

MINUTES OF STRATA COMMITTEE MEETING
OWNERS' CORPORATION STRATA PLAN NO. 37079
Cecil Apartments 20 Gerrale Street, Cronulla

Meeting of the Strata Committee

Held on **Friday 29th September, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla**.

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

Present: Jim Flaherty (JF), Alan Walsh (AW), Paul Heeks (PH), Diane Raisin (DR).
Proxies None.
Apologies: Peter Lord (PL)
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 Meetings held on 25th August and 9th September, 2017 are confirmed as a true record.	
2.	Review of Actions Arising from the Minutes of Previous SC Meetings:	Resolved that matters arising from previous meetings be dealt with as follows:	
		<p>2.1 Gas Service (min 16.03.3.4ii) Noted that an hydraulic engineer (Geoff Bush) has been engaged to undertake an appraisal and provide a report on the Cecil's 2 gas services.</p>	note
		<p>2.2 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.</p>	AW
		<p>2.3 Budget for 2017/18 (min 17.08.3.2) Noted that the proposed budget for 2017/18, as confirmed, was presented to the AGM on 9th September and approved.</p>	note
		<p>2.4 Closed Circuit TV (min 17.08.3.3) Noted that the proposed locations of three additional CCTV cameras, as agreed, were approved at the AGM on 9th September.</p>	note
		<p>2.5 Grease Trap By-Law (min 17.08.3.4) Noted that the proposed amendment to the grease trap by-law was put to the AGM on the 9th September and approved.</p>	note
		<p>2.6 Shop 12 Redundant Service Lines (min 17.08.3.5) i. Noted that the building manager has arranged for the removal of redundant service lines and other remedial works. ii. Resolved that a letter be sent via SMS to advise the owner of the estimated cost.</p>	note JF
		<p>2.7 Gymnasium Acoustics (min 17.08.3.6) Noted that the implementation of acoustic treatment proposed by the gym is being monitored by the building manager, who advises that additional acoustic matting is to be installed followed by testing by an acoustic engineer.</p>	note
		<p>2.8 Income Tax on Telco Income (min 17.08.3.7) Resolved that SMS be asked to report on progress in seeking a refund of tax remitted to the ATO without authorisation.</p>	AW
		<p>2.9 Interior Design Program (min 17.08.3.8) i. Noted that a timeline for the provision of concepts has not been finalised but a detailed site inspection and measure has been completed and design work has commenced. ii. Resolved that a date for the presentation to the Owners Corporation be ascertained.</p>	note JF

- 2.10 **Parking Rights for Lot 100** (min 17.08.3.9)
Noted that the motion, submitted by Mr. Matthews, was put to the Annual General Meeting on 9th September, but was deferred. note
- 2.11 **Parking Breaches** (min 17.08.3.10)
Noted that a Notice to Comply was issued to the owner/s of CQQ80M and CPH92M, as resolved, due to the disregard of previous infringement notices. note
- 2.12 **Task force By-Laws** (mins 17.08.3.11)
Noted that by-laws relating to air-conditioning plant associated with commercial lots 3 (dentist), 4, 5 & 6 (formerly Fratelli del Mare restaurant), 7 & 8 (formerly Sombreros restaurant) & 11 (Cronulla Ice Creamery) were put to the AGM on 9th September and approved. note
- 2.13 **TPG Mobile Network Rollout** (min 17.08.3.12)
Noted that TPG has advised that it will notify the building manager when the survey of the site will proceed. note
- 2.14 **Letter Box Locks** (min 17.08.3.15)
Noted that the installation of new letter box locks was put to the Annual General Meeting on 9th September and an amendment to the proposed motion was passed whereby the new locks are to be installed at owners' corporation expense. note
- 2.15 **Claim for Reimbursement** (min 17.08.3.16)
i. Noted that Louise Campbell was advised that the strata committee is not empowered to use strata funds for compensation for matters such as the malfunctioning of the garage roller shutter. note
ii. Noted that the building manager has arranged for the roller shutters to be connected to the back-up power supply so as to avoid a recurrence. note
- 2.16 **Report Format** (min 17.08.4.1)
Noted that "completed maintenance" and "maintenance due" are reported under separate headings in the BM's report as requested. note
- 2.17 **Electricity Supply** (min 17.08.4.2)
Resolved that Energy Action be asked to conduct an auction for a new supply contract in late November or early December. **JS**
- 2.18 **Repair of Visitors Car Park Paving** (min 17.08.4.3)
Noted that the procurement of additional pavers for the further repairs to the VCP was deferred until the level 1 terrace ramps proceed to take advantage of any surplus pavers from that project. note
- 2.19 **Level 1 Terrace Paving** (min 17.08.4.4)
i. Noted that substantial rain has not been received to test the recently installed waterproofing at the entrance to the terrace and therefore reinstatement of pavers has been delayed further. note
ii. Noted that due to the approval by the AGM on 9th September of ramps to improve access reinstatement of pavers will be undertaken as part of the ramps project. note
- 2.20 **Level 1 Terrace Balustrades** (min 17.08.4.5)
Noted that the quotation from GDA has been accepted following the approval of the proposed balustrades at the AGM on 9th September. note
- 2.21 **Stair Pressurisation Ductwork** (min 17.08.4.6)
Noted that the replacement of rusted ductwork and removal of redundant baffles has been delayed until October. **JS**
- 2.22 **Annual General Meeting** (min 17.08.6.5)
Noted that the notice of meeting and associated notes were issued to the strata manager on Monday 28th for distribution to lot owners, as agreed. note
- 2.23 **Service Contracts Review** (min 17.08.6.7)
i. Noted that a 1-year extension of the building management contract with Premier Contract Cleaning was approved by the AGM on 9th Sept. note
ii. Noted that a 1-year extension of the Cleaning contract with Pickwick Group was approved by the AGM on 9th September. note
- 2.24 **Annual Fire Statement** (min 17.08.7.1)
Noted that the inspection of commercial premises was carried out by Superior Fire as part of the Essential Fire Services re-certification of the building. note

3. Correspondence	That the Schedule of Correspondence in the period 25th August to 29th September 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 Access System	(corro. min 3) Noted that the tag registration system is being updated and its functionality improved.	JS/AW
	3.2 By-Law for Shop 1 Plant	(corro. min 29) Resolved that the strata manager be asked to check whether approval for the proposed by-law for Shop 1 was received with other approvals from the same owner.	JF
	3.3 By-Laws Generally	(corro. min 30)	
	i.	Resolved that the updated master list be posted to the Cecil's web site;	JF
	ii.	Resolved not to forward the list of new and amended by-laws to the strata manager for registration until issues relating to a few further by-laws is resolved.	note
	3.4 Insurance	(corro. min 40) Resolved that matters related to re-insurance be managed as follows:	JF
	i.	That SMS be asked to clarify why the Cecil was not made aware of the survey referred to in the re-insurance proposal;	
	ii.	That a price be obtained for a sprinkler block plan required for display for the foyer;	JS
	iii.	That a Notice to comply be sent to those premises that have not responded to the building manager's direction to remove stored items from the service corridor.	JF
	3.5 Parking and Storage Leases	(corro. min 53) Resolved that the existing system of residents seeking to lease parking or storage continue to liaise with the building manager to ascertain potential lessors or lessees.	JF
	3.6 Parking Short Term	(corro. min 60) Resolved that a change to the time limits and conditions attached to short term parking be put to a future general meeting of the owners' corporation.	AW
	3.7 Parking Rights Generally of Lot Owners	(corro. min 61) Resolved that a new by-law that combines by-laws 29 and 31 into one "security by-law" be drafted for future consideration.	AW
	3.8 Shop 7/8 (Formerly Sombreros)	(corro. min 64) Resolved that a letter be drafted advising the owners that the strata committee has no objection in principle to the 2 lots being re-established as separate lots.	JF
	3.9 Unit 1203, 1204 Garages	(corro. min 77) Resolved that the installation of a double garage door in lieu of the current two doors be approved, subject to conditions.	JF
	3.10 Documents on Notice Boards	(corro. min 62) Resolved that documents posted to the strata's notice boards be reviewed for currency every 7 days.	JS
	3.11 Solar Power	(corro. min 62) Resolved that a suggestion by Mark Ridge (Unit 305), concerning the economic feasibility of solar energy, be re-investigated.	JS
4. Bldg. Manager's Report:	Resolved that the Building Manager's report issued on 29th September 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 Upgrade of Common Property Lighting.		
	i.	Noted that 5 offers were received ranging from \$55k to \$65K.	note
	ii.	Noted that 2 offers indicated an <u>estimate</u> of government rebate of less than \$10,000, 2 did not provide an estimate and 1 (Pro Energy) offered a fixed lump sum of \$28,758.	note
			note

	iii.	Resolved to accept the building manager's recommendation that Pro Energy's offer of \$36,646, after the fixed lump sum rebate, is the best offer.	
	4.2 Lift Power Change Over Switches	Resolved that faulty change-over switches, which switch the power supply to the lifts to the diesel generator in the event of a power failure, be replaced on Wednesday 4 th October, between 11:00pm and 11:30pm and that residents be advised accordingly.	JS
5. Financial Report:		Noted that the strata manager's financial report shows the following balances as at 31 st August:	
		Admin Fund Balance	\$159,885
		Sinking Fund Balance	\$615,667
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 Insurance Premium	Noted that there are sufficient funds in the Administration Fund for the insurance premium of \$89,350 including levies and GST, which is due on 1 st October.	note
6. Business for which Notice was Given	6.1 Annual General Meeting:	Agreed that the motions passed at the Annual General Meeting (AGM) on 9 th September be implemented as follows:	note
	i. Building Management Contract	Resolved that the chairman will meet with the building manager to review performance and to negotiate the terms of the 1-year extension of the contract with Premier Contract Cleaning.	PL
	ii. Cleaning Contract	Resolved that the building manager will meet with the relevant senior manager of Pickwick Group to review performance and negotiate the terms of the 1-year extension of the contract.	JS
	iii. Level 1 Access Improvement		
	a.	Resolved to adopt the project plan tabled, as amended.	JF
	b.	Resolved that a price be requested, in the first instance, from Infinity due to its current work related to terrace paving.	JS
	iv. Level 1 Balustrades		
	a.	Resolved to meet with the owner of U101 on Tuesday 3 rd October to discuss issues of concern.	PL/JF/JS
	b.	Resolve to seek a price from GDA for a glass screen to eliminate toe-holds that prevent the "heritage" balustrade from conforming to the Building Code of Australia (BCA).	JS
	v. Lighting of the Common Property	Resolved that the building manager finalise the scope of works and negotiate an adjusted tender sum with the preferred tenderer, Pro Energy.	JS
	vi. Fire Stair Pressurisation	Resolved to adopt the project plan tabled, which aims at a presentation of an options report to a general meeting in late November 2017.	JF
	vii. Foyer and Lift Lobbies' Upgrades	Resolved to adopt the project plan tabled, which aims at a presentation of the proposed interior design to a general meeting in late November 2017.	JF
	viii. Replacement of Letterbox Key System	Resolved that the building manager proceed to replace the locks in accordance with the motion passed at the AGM, after consultation with residents concerning the number of keys required.	JS
	ix. Additional Security Cameras	Resolved that the building manager proceed to arrange for the installation of 3 additional cameras in accordance with the motion passed at the AGM.	JS

6.2 Safety Management

- i. Safety Incidents Reported
Noted the action taken to clean up the oil spillage in B1 parking bay and resolved that the building manager follow-up with the car owner to prevent a recurrence. JS
- ii. No other Safety Matters were discussed.

7. General Business

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

7.1 Shop 10 Parking

Resolved that a letter be sent to the lot owner concerning storage that prevents parked vehicles from being fully within the parking bay and thereby causing a hazard. JF

8. Next Meeting:

Resolved that the next meeting be on 16th October.

There being no further business, the meeting closed at 5:30 pm.

9. Attachments:

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

Minutes Adopted

Chair.....

Date.....