

**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 27th October, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla.**

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

Present: Jim Flaherty (JF), Paul Heeks (PH), Diane Raisin (DR).
Proxies None.
Apologies: Peter Lord (PL), Alan Walsh (AW)
In Attendance: John Stevens (JS) Premier Contract Cleaning Pty. Ltd.
Helen Lynch (McRae and Lynch) from 4pm
Chairperson: Paul Heeks.
Quorum: Declared.

No.	Item	Resolutions	Action
1.	Minutes:	Resolved that the minutes of the last previous Strata Committee Meetings held on 29th 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:	
		2.1 Shop 12 Redundant Service Lines (min 17.08.3.5) Resolved that a letter be sent via SMS to advise the owner of the estimated cost.	JF
		2.2 Income Tax on Telco Rent (min 17.08.3.7) Noted that income tax incorrectly remitted to the ATO has been refunded.	note
		2.3 Interior Design Program (min 17.08.3.8) Resolved that the date for the presentation to the Owners Corporation be deferred until early February due to the interior designer being overseas from mid-November.	note
		2.4 Access System (min 17.09.3.1) Noted that the tag registration system is being updated and its functionality improved.	JS/AW
		2.5 By-Law for Shop 1 Plant (min 17.09.3.2) i. Noted that the strata manager has advised that different names appear on the strata role for ownership of the other shops. ii. Resolved that a check be made as to whether the company named as owner of Shop 1 is owned by the person named as owner for Shops 4/5/6.	note JF
		2.6 By-Laws Generally (min 17.09.3.3) Resolved that the updated master list be posted to the Cecil's web site.	JF
		2.7 Insurance (min 17.09.3.4) i. Noted that SMS has advised that, in future, notice will be given prior to any building inspection by a building surveyor. ii. Noted that a prices have been obtained for sprinkler and hydrant block plans for display for the foyer as required by the building code. (See also Building Manager's report below); iii. Noted that Shop 1 is the only premises that has not responded to the building manager's direction to remove stored items from the service corridor. iv. Resolved that a Notice to Comply be issued to Shop 1.	note note note JF
		2.8 Parking Short Term (min 17.09.3.6) 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
		2.9 Parking Rights Generally of Lot Owners (min 17.09.3.7) Resolved that a new by-law that combines by-laws 29 and 31 into one "security by-law" be drafted for future consideration.	AW

- 2.10 Shop 7/8 (Formerly Sombreros) (min 17.09.3.8) **JF**
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.
- 2.11 Unit 1203, 1204 Garages (min 17.09.3.9) **JF**
Resolved that the installation of a double garage door in lieu of the current two doors be approved, subject to conditions.
- 2.12 Solar Power (min 17.09.3.11) note
Noted that a suggestion by Mark Ridge (Unit 305), concerning the economic feasibility of solar energy, has been investigated. See Building Managers Report below.
- 2.13 Lift Power Change Over Switches (min 17.09.4.2) note
Noted that the replacement of faulty change-over switches, which switch the power supply to the lifts to the diesel generator in the event of a power failure, was deferred until Wednesday 1st November, between 11:00pm and 11:30pm and that residents will be advised accordingly.
- 2.14 Building Management Contract (min 17.09.6.1 i) note
Noted that the chairman has meet with the building manager reviewed performance for the past year and has agreed that there will be no change to the existing terms for the 1-year extension of the contract with Premier Contract Cleaning approved at the AGM.
- 2.15 Cleaning Contract (min 17.09.6.1 ii) note
Noted that the building manager has meet with a senior manager of Pickwick Group and reviewed performance for the past year and agreed terms for the 1-year extension of the contract as approved at the AGM.
- 2.16 Level 1 Access Improvement (min 17.09.6.1 iii) **JS**
Resolved that a price has been requested, in the first instance, from Infinity due to its current work related to terrace paving, but is yet to be received.
- 2.17 Level 1 Balustrades (min 17.09.6.1 iv) note
i. Noted that the Chair, Secretary and Building Manager have met with the owner of U101 on Tuesday 3rd October and resolved the issues of concern relating to the impact of the new railing on his terrace.
ii. Noted that a price of \$20, 350 has been received from GDA for a glass screen to eliminate toe-holds in the "heritage" balustrade that do not conform to the Building Code of Australia (BCA). See the Building Managers Report below for resolution.
- 2.18 Lighting of the Common Property (min 17.09.6.1 v) note
Noted that the building manager has finalised the scope of works and confirmed the contract sum with the preferred tenderer, Pro Energy.
- 2.19 Replacement of Letterbox Key System (min 17.09.6.1 i) note
Noted that the building manager has arranged for the letter box locks to be replaced in accordance with the motion passed at the AGM.
- 2.20 Additional Security Cameras (min 17.09.6.1 i) note
Noted that 3 additional security cameras have been installed in accordance with the motion passed at the AGM.
- 2.21 Safety Management (min 17.09.6.2 ii) note
Noted that the building manager has followed-up with the owner of the car that caused the oil spill in a B1 parking bay and a recurrence is not expected.
- 2.22 Shop 10 Parking (min 17.09.7.1) note
Noted that Shop 10 is no longer trading and therefore there is no need for a letter concerning the adjustment of storage that prevents parked vehicles from being fully within the parking bay.

3. **Correspondence** That the Schedule of Correspondence in the period 29th September to 27th October 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 for Commercial Plant	(corro. min 4)	
	Resolved that further action be deferred in relation to obtaining owner's agreement to a by-law covering plant installed on common property belonging to Shop 1 until the identity of the owner is clarified.		note
	3.2 Insurance	(corro. min 11)	
	Noted that action to resolve all re-insurance conditions has been taken by the building manager. See building manager's report below.		note
	3.3 Level 1 Balustrades: Invoice	(corro. min 23)	
	i. Resolved that that the final claim from GDA for payment of the contract sum of \$23,595 for the stainless steel railings be approved.		PL/JS
	ii. Resolved that the owners of U101 and U106 be advised of the cost to remove and dispose of their nonconforming railing.		JF
3.4 Level 1 Balustrades: Quotation	(corro. min 24)		
Resolved that consideration of a quotation of \$20,350 incl. GST for a glass barrier in front of the "heritage" cast iron balustrade be deferred until and alternative design suggested by the building manager is considered.		note	
3.5 Renovation U301	(corro. min 30)		
Resolved that an Extraordinary General Meeting be arranged for a date in the next 2 weeks to consider the application for this renovation, which is considered "major" as defined by the strata schemes management act.		PH	
3.6 Audit	(corro. min 33)		
Noted that the audit of the strata's accounts by Camphin Boston found that, except for the omission of bank interest, the accounts "give a true and fair view of the financial position as at 30 June 2017".		note	
3.7 Terrace Ramps	(corro. min 34)		
Resolved that if there is any further delay in commencing the access improvement project, the existing paving should be reinstated to a standard that provides safe access for the able-bodied.		JS	
4. Bldg. Manager's Report:	Resolved that the Building Manager's report issued on 27 th October 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 Foxtel Dish.		
	Noted that the Foxtel dish has been replaced due to rust and that the free-to-air antenna and pole also will be replaced for the same reason.		note
	4.2 U606 Door Leak.		
	Noted that the sliding door to the balcony of Unit 606 is to be removed to identify the source of the leak.		note
	4.3 Solar Panels.		
	i. Noted that a proposal has been received from Australia Wide Solar proposing a 13kW system for a cost of \$23,000 excluding support frames and other incidental costs.		note
	ii. Resolved that further consideration be deferred indefinitely due to the proposed output being less than 10% of current usage and greater savings are expected from improving lighting efficiency.		note
	4.4 Annual Fire Safety Report.		
	i. Noted that some minor works and maintenance are required prior to AFS certification, including replacement of some fire doors and door closers (\$9,000) and the installation of Hydrant and Sprinkler block plans (\$3,080).		JS
	ii. Noted that the AFS report to Sutherland Council is due on November 3 and must be signed by a committee member prior to submission.		JS
	4.5 U306 Balcony Leaks.		
	Noted that the sealant applied to U406 balcony tiles seems to have rectified the problem.		note
	4.6 Stair Pressurisation Ducts.		
	Noted that work is about to commence on replacement of rusted ductwork at a cost of \$5,016.		JS

5. **Financial Report:** Noted that the strata manager’s financial report shows the following balances as at 30th September:
- | | | |
|----------------------|-----------|--|
| Admin Fund Balance | \$40,751 | |
| Sinking Fund Balance | \$537,509 | |
- . **Business Arising from the Financial Report** That matters raised in the report and not dealt with under other agenda items, be actioned as follows:
- No issues discussed. note
6. **Business for which Notice was Given**
- 6.1 Safety Management
- i. Access to Level 1 Terrace (see 2.17 above). note
- ii. No other Safety Matters discussed.
- 6.2 Interior Design.
- Helen Lynch gave a presentation of ideas and options for the main foyer and upper floor lift lobbies. Key issues yet to be fully resolved:
- i. Planning of the area adjacent to the building manager’s office M&L
- ii. Development of a lighting design. M&L
- iii. Briefing of the quantity surveyor to establish an estimate of cost. JF
- iv. Timing of the provision of display material for the information of owners and the exact timing of a formal presentation of proposals to a general meeting of owners. (Also, see 2.4 above) JF
7. **General Business** No other business was raised.
8. **Next Meeting:** Resolved that the next meeting be on 21st November.
- There being no further business, the meeting closed at 5:45 pm.
9. **Attachments:**
- Correspondence Schedule for the preceding period.
 - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....