

**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 21st November, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla.**

The meeting commenced at **3:06pm.**

Present: Peter Lord (PL), Alan Walsh (AW), Jim Flaherty (JF), Paul Heeks (PH), 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 Meetings held on 27th October, 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)	Noted that a letter has been sent via SMS to advise the owner of the estimated cost and that work is about to commence.	note
	2.2 Access System (min 17.09.3.1)	Noted that the tag registration system has being updated by the building manager and is being reviewed.	AW
	2.3 By-Law for Shop 1 Plant (min 17.09.3.2)	Noted that the owner of Shop 1 has been confirmed and a new letter has been sent requesting approval of the proposed by-law for plant on the common property.	Note
	2.4 By-Laws Generally (min 17.09.3.3)	Resolved that the master list of by-laws be updated and posted to the Cecil's web site.	JF
	2.5 Insurance (min 17.09.3.4)		
	i.	Noted that a Notice to Comply has not yet been issued to Shop 1 concerning the storage on the common property because the leasing agent has advised that the lessee will comply.	note
	ii.	Resolved that the Building Manager monitor compliance.	JS
	2.6 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
	2.7 Parking Rights Generally of Lot Owners (min 17.09.3.7)	Resolved that a draft be amended as discussed and referred to a future general meeting for approval.	AW
	2.8 Shop 7/8 (Formerly Sombreros) (min 17.09.3.8)	Noted that a letter was issued by the strata manager advising the owners that the strata committee has no objection in principle to the 2 lots being re-established as separate lots.	note
	2.9 Unit 1203 Garages (min 17.09.3.9)	Resolved that the owners be asked to provide written consent to the standard conditions.	JS
	2.10 Level 1 Access Improvement (min 17.09.6.1 iii)		
	i.	Noted that a price has been received from Infinity but is considered excessive.	note
	ii.	Resolved that Infinity reinstate the existing paving immediately.	JS
	iii.	Resolved that the work be retendered in the New Year.	JF

	2.11 Level 1 Balustrades: Invoice	(min 17.10.3.3)	
	Noted that the owners of U101 and U106 have been advised of the cost to remove and dispose of their nonconforming railing.		note
	2.12 Renovation U301	(min 17.10.3.5)	
	i.	Noted that an Extraordinary General Meeting (EGM) was held on 14 th November and the renovation was approved as SPBL 53.	note
	ii.	Resolved that the cost of the EGM be determined and put to the owners account.	PL
	2.13 Annual Fire Safety Report.	(min 17.10.4.4)	
	i.	Noted that minor works and maintenance are in progress for the 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 was duly signed and submitted to Sutherland Council as required by November 3.	note
	2.15 Stair Pressurisation Ducts.	(min 17.10.4.6)	
	Noted that work is in progress to replace rusted ductwork at a cost of \$5,016.		note
	2.16 Interior Design.	(min17.10.6.2)	
	Noted that the following actions have been completed:		note
	i.	Planning of the area adjacent to the building manager's office	
	ii.	Development of a lighting design.	
	iii.	Briefing of the quantity surveyor to establish an estimate of cost.	
3.	Correspondence	That the Schedule of Correspondence in the period 27 th October to 21 st November 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 Financial Accounts	(corro. min 21)	
	Noted that:		
	i.	The amount of the liability for the refund of deposits has been determined at \$9,800 and will be included in the strata's balance sheet in the next financial report to the owners corporation.	note
	ii.	Noted that petty cash has been audited and found to be correct.	note
	iii.	Resolved that the petty cash system be reformed immediately so that it is based on a cash float provided to the building manager by the strata manager, which is to be accounted for at the end of each financial year, and that all future receipts be received by the strata manager.	PL/JS
	3.2 Gas Supply	(corro. min 25)	
	Noted that Geoff Bush is seeking advice from the gas supplier on safety and code compliance issues.		JS
	3.3 Interior Design	(corro. min 34)	
	Resolved that a decision on the need for 3D representations of the proposed design be deferred until the quantity surveyor has completed the budget estimate, likely to be late January.		JF
	3.4 Sale of U603	(corro. min 42)	
	Resolved that letters be drafted advising:		
	i.	The owners of U603 that a noise complaint has been received from U503 related to floor sound-proofing.	AW
	ii.	The owners of U503 that it is understood that appropriate sound-proofing was installed when the current flooring was installed.	AW
	3.5 Water Damage U402	(corro. min 47)	
	Resolved that the strata manager's assessment that carpet replacement is an owners corporation expense was not endorsed by the strata committee.		
	3.6 Electricity Supply	(corro. min 56)	
	Resolved that tendering for a new supply contract proceed and that the tenderers be advised of the strata's intention to reduce the base load due to the proposed replacement of light fittings.		JS

	3.7 Stair Pressurisation System (corro. min 57)	Resolved that a fee proposal from Engineered Environments of \$4,180 including gst be accepted.	JF
4. Bldg. Manager's Report:		Resolved that the Building Manager's report issued on 21 st November 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 U606 balcony door	Noted that repair work appears to have successfully prevented the leak.	note
	4.2 Letter Box Locks	Noted that security locks have been completed and keys distributed to owners.	note
	4.3 Terrace Wrought Iron Balustrade		
	i.	Noted that a price of \$20,350 incl. GST for glass panel has been received.	note
	ii.	Noted that a price for an alternative glass balustrade has been sought.	JS
	iii.	Resolved that a simplified stainless steel post be discussed with the tenderer.	JS
	4.4 Lift Motor Room	Noted that faulty switch gear, which draws power from the emergency diesel generator in the event of a power failure, has been rectified.	note
	4.5 Air Conditioning Pipe Leak	Noted that repair of pinhole leak in a coolant return line is in progress.	JS
5. Financial Report:		Noted that the strata manager's financial report shows the following balances as at 31 st October:	
	Admin Fund Balance	\$118,764	
	Capital Works Fund Balance	\$671,622	
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		That the following property and administrative matters be reviewed:	
	6.1 Interior Design.		
	i.	Noted that design options have been provided to a quantity surveyor for the preparation of a budget estimate.	note
	ii.	Noted that drawings and samples are being prepared for a presentation to Owners Corporation.	note
	iii.	Noted that costings and presentation material will not be ready until February 2018.	note
	6.2 Stair Pressurisation.		
	i.	Noted that the mechanical engineer has not proceeded as quickly as expected with the design and costing of an alternative design for the exhausting of residential lift lobbies.	note
	ii.	Resolved that a program to complete design work be requested.	JF
	6.3 Level 1 Access Improvement		
	i.	Noted that progress on this project has been delayed firstly due to insufficient wet weather to test the waterproofing work and secondly due to the current contractor submitting an unsatisfactory price after a prolonged delay.	
	ii.	Resolved to defer the ramp project until after the holiday period.	note
	iii.	Resolved to seek further prices for the work including an estimate from the quantity surveyor.	JF

6.4 Level 1 Balustrades

- i. Noted that work to make the level 1 masonry balustrades comply with the Building Code of Australia is complete. note
- ii. Noted that design options for the wrought iron balustrading are being priced. note

6.5 Lighting of the Common Property

Noted that the contractor is mobilising to complete the fire stairs and basement levels lighting upgrade prior to Christmas. note

6.6 Safety Management

- i. That any Safety Incidents reported be reviewed.
 - None reported.
- ii. That any other Work Health & Safety Matters be discussed.
 - Resolved to seek advice on how to deal with the consistently abusive behaviour of a resident towards the Building Manager, which appears to contravene the strata’s obligations under the WH&S Act to prevent harassment in the work place. JF
 - Resolved to write to the same resident concerning his denigration of members of the Strata Committee. AW/JF

7. General Business

No other business was raised.

7.1 Annual General Meeting

Noted that lot 100 was included in attendees. This to be recorded as an amendment at the next general meeting.

7.2 Shop 10

Resolved that a letter to the leasing agent be drafted asking that potential lessees be advised that parking is limited to one vehicle unless the size of the storage facility is reduced. AW

7.3 Christmas Party

Resolved to liaise with the Landscape & Garden Committee prior to setting a date for the Christmas party, but the 2nd or 3rd weekends of December are suggested. JF

8. Next Meeting:

Resolved that the next meeting be on 13th December at 3:30pm in Unit 502.

There being no further business, the meeting closed at 6: 05pm.

9. Attachments:

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

Minutes Adopted

Chair.....

Date.....