

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 12th December, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla.**

The meeting commenced at **3:36pm.**

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 21st November, 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 Access System (min 17.09.3.1) Noted that the updating by the building manager of the tag registration system is nearing completion.	JS
		2.2 By-Laws Generally (min 17.09.3.3) i. Resolved that the master list of by-laws be updated and posted to the Cecil's web site by the end of the year. ii. Resolved that the process of registration be initiated for bylaws passed this year.	JF AW
		2.3 Insurance (min 17.09.3.4) i. Noted that the Building Manager has monitored compliance with insurance conditions and found that only Shop 1 continues to use the access corridor for storage. ii. Resolved that a Notice to Comply be issued to shop 1.	note JF
		2.4 Parking Short Term (min 17.09.3.6) Resolved that the following change to the time limits and conditions attached to short term parking be put to a future general meeting of the owners' corporation: Short Term: Arrive between 7:00am & 7:00pm Max. 2hrs/vehicle/day. Long Term: Arrive after 7:00pm and must depart by 7:00am Max. 1 vehicle/unit/night Gap between depart and re-arrival: 2hours.	AW
		2.5 Unit 1203 Garages (min 17.09.3.9) Noted that the owners have submitted the standard renovation consent form which was approved.	note
		2.6 Level 1 Access Improvement (min 17.09.6.1 iii) i. Noted that Infinity has reinstated the existing paving. ii. Noted that the drawings have been upgraded for retendering in the New Year.	note JF
		2.7 Renovation U301 (min 17.10.3.5) Noted that the Strata Manager has not charged for the November EGM but that the incidental costs for printing and registration of the by-law are yet to be determined and put to the owners account.	PL
		2.8 Annual Fire Safety Report. (min 17.10.4.4) Noted that minor works and maintenance are in progress for 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

	2.9 Financial Accounts	(min 17.11.3.1)	
	Noted that the reform of the petty cash system is in progress and that further discussions will be held with the strata manager to finalise a new procedure.		PL
	2.10 Gas Supply	(min 17.11.3.2)	
	Noted that Geoff Bush is seeking advice from the gas supplier on safety and code compliance issues and is yet to report back.		JS
	2.11 Interior Design	(min 17.11.3.3)	
	Noted that the interior designer has been advised that a decision on the need for 3D representations of the proposed design has been deferred until the quantity surveyor has completed the budget estimate, likely to be late January.		JF
	2.12. Sale of U603	(min 17.11.3.4)	
	Noted that a letter was sent to the owners of U503 advising that appropriate sound-proofing was installed in Unit 603 when the current flooring was installed.		note
	2.13 Electricity Supply	(min 17.11.3.6)	
	Noted that a supply contract for the next 33 months was tendered and that the tender from Origin, the current supplier, was accepted. Origin's tender offered the cheapest rates, but represents a 35% increase in power costs compared to the very favourable rates obtained 3 years ago for the current contract.		note
	2.14 Stair Pressurisation System	(min 17.11.3.7)	
	Noted that a fee proposal from Engineered Environments of \$4,180 including gst was accepted.		note
	2.15 Terrace Wrought Iron Balustrade	(min 17.11.4.3)	
	i.	Noted that a price for an alternative glass balustrade was received but was not more favourable than that from GDA.	note
	ii.	Noted that an estimate is being prepared for an alternative which involves a new balustrade inside the current wrought iron.	JS
	2.18 Stair Pressurisation.	(min 17.11.6.2)	
	Noted that a schedule to complete design work was received that indicated completion in the second week of December, which is expected to be achieved.		note
	2.19 Level 1 Access Improvement	(min 17.11.6.3)	
	Resolved to seek tenders from other contractors for the work after obtaining an estimate from the quantity surveyor.		JF
	2.20 Safety Management	(min 17.11.6.6)	
	i.	Noted that the strata manager has provided advice on how to deal with the consistently abusive behaviour of a resident towards the Building Manager.	note
	ii.	Resolved to issue a letter to the same resident concerning his abusive manner when dealing with the building manager and members of the Strata Committee.	JF
	2.21 Shop 10	(min 17.11.7.2)	
	Noted that a letter was issued to the leasing agent asking that potential lessees be advised that parking is limited to one vehicle unless the size of the storage facility is reduced.		note
	2.22 Christmas Party	(min 17.11.7.3)	
	Noted that after liaison with the Landscape & Garden Committee, the 9 th December was set as the date for the Christmas party.		note
3. Correspondence	That the Schedule of Correspondence in the period 21st November to 12th December 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 Abusive Behaviour	(corro. min 2)	
	Resolved that a decision concerning advice from the strata manager suggesting a by-law prohibiting abusive behaviour be deferred until after other approaches had been tried.		note

	3.2 Financial Matters	(corro. min 17)	
	Noted that the Treasurer is working with the strata manager to determine the best way to manage deposits and refunds.		PL
	3.3 Terrace Waterproofing	(corro. min 22)	
	Noted that the leak near the terrace access path appears to have been sealed but that some water is still entering from elsewhere further along the joint between the terrace and residential tower.		note
	3.4 Paving Drain	(corro. min 23)	
	Resolved that the G&LC be advised that the building manager will retain the stainless steel grate not reinstated when the paving was re-laid.		JF
	3.5 Shops 7 & 8 By-laws	(corro. min 35)	
	Noted advice from the strata manager that owner-specific by-laws apply to subsequent owners because the relevant by-laws are attached to contracts of sale.		note
	3.6 Shops 7 & 8 Broken Glass	(corro. min 36)	
	Resolved that responsibility for replacing broken glass be checked.		JS/AW
	3.7 Bathroom Renovation Unit 402	(corro. min 51)	
	Noted that an application for the renovation of a bathroom was approved.		note
4.	Bldg. Manager's Report:	Resolved that the Building Manager's report issued on 12 th December 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 Repair of Pipe Leak	Noted that the cost to repair the leaking air conditioning pipe affecting units 402 and 502 is about \$7,500 and is covered by insurance.	note
	4.2 Common Area Lighting	Noted that installation of new light fittings has been completed in the fire stairs and is continuing in the basements and that this work is expected to be completed before Christmas.	note
	4.3 Stair Pressurisation Ducting	Noted that the contractor that is replacing rusted ducting has again deferred this work due to illness.	note
	4.4 Basement Supply Fan Filters	Resolved to approve the replacement of the basement supply air filters at a cost of \$1,804 including GST.	JS
	4.5 Lift Emergency Phone	Resolved that the Building Manager ascertain:	
	i.	What notice Telstra will give when it decides to disconnect the existing analogue phones.	JS
	ii.	What lead time is required to install a replacement system.	JS
	iii.	Resolved to defer acceptance of a quote of \$5,082 from Schindler for a replacement digital system.	note
5.	Financial Report:	Noted that the strata manager's financial report shows the following balances as at 30 th November:	
		Admin Fund Balance	\$88,236
		Capital Works Fund Balance	\$640,397
	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 Term Deposit	Noted that \$250,000 of the Capital Works fund has been placed in a term deposit for 6 months at interest rate of 2.3%.	note
	5.2 Key and Access Tag Deposit System		
	i.	Noted that a purchase rather than a deposit system is being investigated for additional keys and access tags and that;	note
	ii.	A cashless means of purchase and refund is being discussed with the strata manager.	note
			note

iii. Noted that the refund liability for deposits is \$9,205 over the life of the key and access tag deposit system.

6. Business for which Notice was Given

That the following property and administrative matters were reviewed:

6.1 Capital Works Program Generally

Noted an updated schedule of works tabled by the Secretary which indicates that tendering of the interior design/stair pressurisation contract package has been delayed by 3 months due to a delay in the design of the alternative route for the lift lobby exhaust.

6.2 Interior Design.

Noted that the range of interior design options has been sent to the quantity surveyor to prepare a cost estimate.

6.2 Stair Pressurisation.

Noted that the mechanical engineer has just completed a design for an alternative route for the lift lobby air relief duct and that the system brief and drawings will be forwarded to the quantity surveyor for the preparation of a budget estimate.

JF

6.3 Level 1 Access Improvement

Noted that this work has been deferred until after the holiday period and is now planned to proceed in the period between Australia Day and Easter.

JF

6.4 Level 1 Balustrades

Noted that pricing of an alternative scheme for the wrought iron balustrading is in progress. This work is now planned to proceed after the holiday period.

JS

6.5 Lighting of the Common Property

Noted that this work is proceeding well and will complete before Christmas.

6.6 Safety Management

Noted that no new safety incidents were recorded since the last SC meeting.

7. General Business

7.1 Balcony Wind Protection

A system of wind protection for balconies was discussed at the suggestion of a resident. It was noted that this matter had been considered in the past and that the idea had not proceeded due to the lack of an aesthetically acceptable solution and the probable cost.

note

8. Next Meeting:

Resolved that the next meeting be on **at 2:00pm on 13th February in Unit 502.**

There being no further business, the meeting closed at **5:45pm.**

9. Attachments:

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

Minutes Adopted

Chair.....

Date.....