

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 13th February, 2017**, at **Unit 502, 20 Gerrale Street, Cronulla**.

The meeting commenced at **1:05pm**.

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 12th December, 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 considerable progress has been achieved in the updating of the tag registration system but some details remain to be resolved.	JS/AW
		2.2 By-Laws Generally (min 17.09.3.3) i. Noted that the master list of by-laws was updated and posted to the Cecil's web site by the end of the year as requested. ii. Noted that the process of registration of bylaws passed in the last 6 months has been initiated.	note AW
		2.3 Insurance (min 17.09.3.4) Noted that a Notice to Comply concerning use of the service corridor for storage has been issued to shop 1.	note
		2.4 Parking Short Term (min 17.09.3.6) Noted that a by-law for the following change to the time limits and conditions attached to short term parking will be put to the extraordinary general meeting scheduled for later today: 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.	note
		2.5 Level 1 Access Improvement (min 17.09.6.1 iii) Noted that conforming tenders were received from 2 contractors based on upgraded drawings. See also item 6.3 below:	note
		2.6 Renovation U301 (min 17.10.3.5) Noted that incidental costs for printing and registration of the by-law for renovation of U301 are yet to be determined and put to the unit owner's account.	PL
		2.7 Annual Fire Safety Report. (min 17.10.4.4) Noted that all minor works and maintenance required for AFS certification, has been completed except the replacement of some fire doors and door closers (\$9,000).	JS
		2.8 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

	2.9 Gas Supply	(min 17.11.3.2)	
	Noted that Glen Haigh is seeking advice from the gas supplier on safety and code compliance issues and is yet to report back to the Building Manager.		JS
	2.10 Interior Design	(min 17.11.3.3)	
	Resolved that the need for a 3D representation of the proposed design for the ground floor foyer be further deferred until the quantity surveyor has completed the budget estimate.		JF
	2.11 Terrace Wrought Iron Balustrade	(min 17.11.4.3)	
	i.	Resolved that a quote of \$11,550 incl. GST be accepted for a glass barrier to make the balustrade conform to the BCA as approved at the last AGM.	JS
	ii.	Resolved that an estimate of \$2,650 be accepted to modify the existing wrought iron balustrade to facilitate maintenance after the glass barrier is installed.	JS
	2.12 Stair Pressurisation.	(min 17.11.6.2)	
	Noted that the mechanical system brief and drawings have been forwarded to the quantity surveyor for the preparation of a budget estimate and that the completion of cost estimates is imminent.		note
	2.13 Safety Management	(min 17.11.6.6)	
	Noted that a letter has been sent to a resident concerning his abusive manner when dealing with the building manager and members of the Strata Committee.		note
	2.14 Financial Matters	(min 17.12.3.2)	
	Resolved that a formal letter to the strata manager be drafted requesting advice on how best to manage deposits and refunds for access tags.		PL
	2.15 Shops 7 & 8 Broken Glass	(min 17.12.3.6)	
	Noted that responsibility for replacing broken glass has been determined to be the Owner's Corporation and that the glass has been replaced.		note
	2.16 Basement Supply Fan Filters	(min 17.12.4.4)	
	Noted that basement supply air filters have been replaced at a cost of \$1,804 including GST.		note
	2.17 Lift Emergency Phone	(min 17.12.4.5)	
	i.	Noted that Telstra would not give any indication what notice it will give when it decides to disconnect the existing analogue phones.	note
	ii.	Resolved to defer any replacement action until notice is received.	note
3. Correspondence	That the Schedule of Correspondence in the period 12th December to 13th February was noted and that in-coming correspondence in that period was deemed to be received and that out-going correspondence therein was adopted.		
Business Arising from Correspondence	Business arising from Correspondence:		
	3.1 Abusive Behaviour	(corro. min 3)	
	Resolved that a letter in response to that received from the resident be drafted reiterating that it is uncivil behaviour not the substance of points raised by the resident that is the issue.		JF
	3.2 Baker Lane	(corro. min 8)	
	Resolved to await advice from Sutherland Council.		AW
	3.3 By-Laws	(corro. min 14)	
	Noted the advice received from Mueller concerning the registration process, which is being implemented in conjunction with the strata manager.		note
	3.4 Electricity Supply 1	(corro. min 30)	
	Noted that the new agreement does not include a payment for monthly consumption reports, which are not considered necessary because the Cecil's month-to-month fluctuates very little.		note
	3.5 Electricity Supply 2	(corro. min 37)	
	Noted that resolution of which DMA charge is applicable to the Cecil site will be confirmed when the first invoice is received under the new supply contract.		note

	3.6 Parking Infringements	(corro. min 41)	
	Resolved to suspend further action on recent infringements until after the new L1 short-term parking arrangements have been implemented.		note
	3.7 Shops 7&8	(corro. min 48)	
	i.	Noted that there are inconsistencies between the relevant DAs and the Liquor Licence.	note
	ii.	Resolved that compliance be monitored.	JS
	3.8 Stair Pressurisation	(corro. min 65)	
	Noted that preliminary cost estimates for a range of options for both stair pressurisation and interior refurbishment have been prepared and that additional work is required to finalise these estimates.		JF
	3.9 Water Consumption	(corro. min 85)	
	Noted that recent water consumption data indicate a fall in consumption over the last 12 months and that no obvious reduction strategies are evident.		note
	3.10 Asset Management Software	(corro. min 93)	
	Noted that a presentation by a representative of BuildingLink of its web-based software is scheduled for 1pm on 28 th February.		note
	3.11 Interior design	(corro. min 93)	
	Resolved that an invoice in the amount of \$1,760 including GST for work completed to date be paid.		PL
4.	Bldg. Manager's Report:	Resolved that the Building Manager's report issued on 13 th February 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 Cooling Tower	Noted that as from 1 st January, new legislation requires that all cooling towers be tested for legionella monthly in lieu of quarterly.	note
	4.2 CO2 Sensors	Resolved to accept a recommendation to progressively replace basement CO2 sensors due to their age indicating that they are at the end of their useful life.	JS
	4.3 Supply Fan Filters	Noted the filters for the foyer fresh air supply have been replaced at a cost of \$1,804 incl GST.	note
	4.4 Fire Stair Pressurisation Ducts	Noted that replacement of rusted ducting will be completed this month.	note
	4.5 L1 Terrace Access Improvement	i. Noted that the following conforming tenders have been received: - SummerScapes \$29,920. - Infinity \$30,074. and that the Quantity Surveyor's pretender estimate was \$30,803.	
		ii. Noted that these prices exclude the cost of stainless steel handrails which is estimated to be in the order of \$4,500	JS
	4.6 Council Clean-up	Noted that a Council pick-up of residents' rubbish has been arranged for Wednesday 4 th April.	note
5.	Financial Report:	Noted that the strata manager's financial report shows the following balances as at 30 th January:	
		Admin Fund Balance \$134,057	
		Capital Works Fund Balance \$719,118	
	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 Painting Retention	Resolved that the retention amount of \$21,000 be released to Higgins following the end of the defects liability period.	note

- 5.2 **Key and Access Tag Deposit System**
- i. Noted that a purchase rather than a deposit system is being considered for additional keys and access tags. PL
 - ii. A cashless means of purchase is being discussed with the strata manager. note
 - iii. Noted that the refund liability for deposits is \$9,205 over the life of the key and access tag deposit system and that inclusion of this amount in the strata's balance sheet is being discussed with the strata manager. PL
6. **Business for which Notice was Given**
- That the following property and administrative matters were reviewed:
- 6.1 **Interior Design.**
Noted that work on preparing presentation material has been suspended pending the completion of cost estimates of the designer's proposals. note
- 6.2 **Stair Pressurisation.**
Resolved that the quantity surveyor be asked to finalise cost estimates for options to upgrade the system's performance prior to the next SC meeting. JF
- 6.3 **Level 1 Access Improvement**
- i. Noted that tenders received are well above initial expectations. note
 - ii. Resolved to check on authority to proceed prior to accepting any tender. JF
- 6.4 **Lighting of the Common Property**
Noted that this work was completed for the amount of the original quote of \$36,636 including GST after a state government rebate of 40%. JS
- 6.5 **Safety Management**
Noted that no new safety incidents were recorded since the last SC meeting. note
7. **General Business**
- 7.1 **Fair Trading Seminar**
Resolved that bookings be made for two members of the strata committee and the Building Manager to attend a seminar at the Shark's Leagues Club on Wednesday 21st February. JF
- 7.2 **Task Force Update**
Noted that a report on progress in dealing with the 57 repair and maintenance items identified in the Task Force Report 2013 was discussed. It indicated that 12 items are yet to be rectified with an estimated funds requirement of approximately \$1.1m, including the stair pressurisation upgrade. note
(It excludes foyer and lift lobby upgrades, refurbishment of the lifts and other projects, which were not included in the Task Force report. Estimates for these works are being prepared)
8. **Next Meeting:** Resolved that the next meeting be on **at 2:00pm on 20th March in Unit 502.**
There being no further business, the meeting closed at **3:45pm.**
9. **Attachments:**
- Correspondence Schedule for the preceding period.
 - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....