

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

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

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 13th February, 2018 are confirmed as a true record subject to correction of item 5.2 iii, to record that the liability for deposits taken for security keys and tags is \$9,405, not \$9,205.	
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 of the tag registration is complete.	note
		2.2 By-Laws Generally (min 17.09.3.3) Noted that the process of registration of new bylaws is complete.	note
		2.3 Renovation U301 (min 17.10.3.5) Noted that the Strata Manager has not advised any charges 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 lot owner's account.	PL
		2.4 Annual Fire Safety Report (min 17.10.4.4) Noted that all minor works and maintenance required for EFS certification, has been completed except for the replacement of some fire doors and door closers, at a cost of \$9,000, which commences on 26.03.18.	JS
		2.5 Financial Accounts (min 17.11.3.1) Noted that the reform of the petty cash system is in progress and that a meeting with the strata manager to resolve some remaining details of the new procedure is scheduled for later this week.	PL
		2.6 Gas Supply (min 17.11.3.2) i. Noted that Geoff Bush still has not provided advice from the gas supplier on safety and code compliance issues. ii. Resolved that the issue be referred to an alternative consultant.	note JS/JF
		2.7 Interior Design (min 17.11.3.3) i. Noted that the production of a 3D representation of the proposed design for the ground floor foyer was deferred pending the quantity surveyor's budget estimate, which is now completed. ii. Resolved to meet with the interior designer to review the estimate and finalise the options to be put to the Owners Corporation.	note JF
		2.8 Terrace Wrought Iron Balustrade (min 17.11.4.3) i. Noted that a quote of \$11,550 incl. GST was accepted last month for a glass barrier to make the balustrade conform to the BCA as approved at the last AGM. ii. Noted that less modification of the existing wrought iron balustrade is required to facilitate maintenance due to the revised design.	note note
		2.9 Financial Matters (min 17.12.3.2) Noted that, in lieu of a letter to the strata manager, a meeting was arranged to resolve the issue of deposits and refunds for access tags.	note

- 2.10 Abusive Behaviour (min 18.02.3.1)
Resolved that a draft letter in response to that received from the resident be amended as discussed at this meeting. JF
- 2.11 Baker Lane (min 18.02.3.2)
Noted that no advice on the liquor licence has been received from Sutherland Council, despite a follow-up request. note
- 2.12 Shops 7&8 (min 18.02.3.7)
- i. Noted that monitoring has indicated that the proprietor is not complying with insurance requirements relating to storage of goods on the common property (rear access corridor). note
 - ii. Resolved that a letter be drafted for issue by the strata manager demanding compliance. JF
 - iii. Resolved to notify the proprietor that staff may not park in the Visitors Car Park nor smoke on common property. JF
- 2.13 Stair Pressurisation (min 18.02.3.8)
- i. Noted that the quantity surveyor has completed budget estimates for a range of options for both stair pressurisation and interior refurbishment. note
 - ii. Resolved that the summary table be adjusted to include GST. JF
- 2.14 Interior design (min 18.02.3.11)
Noted that an invoice in the amount of \$1,760 including GST for work completed to date was paid. note
- 2.15 CO2 Sensors (min 18.02.4.2)
Resolved to accept a recommendation to progressively replace the basement CO2 sensors due to their age (28 years) indicating that they are at the end of their useful life. JS
- 2.16 Key and Access Tag Deposit System (min 18.02.5.2)
- i. Resolved that a proposal for purchase rather than a deposit for additional keys and access tags will be put to the next general meeting. AW
 - ii. Resolved that the strata manager be advised of the refund liability for deposits to date for the keys and access tags and asked for its inclusion in the strata's balance sheet. PL
- 2.17 Stair Pressurisation. (min 18.02.6.2)
Noted that the quantity surveyor finalised cost estimates for options to upgrade the system's performance prior to this SC meeting as requested. note
- 2.18 Level 1 Access Improvement (min 18.02.6.3)
Noted that authority to proceed was checked prior to accepting a tender. note
- 2.19 Fair Trading Seminar (min 18.02.7.1)
Noted that bookings were made as resolved and that two members of the strata committee and the Building Manager attended a seminar on the Strata Schemes Management Act at the Shark's Leagues Club on Wednesday 21st February. note

3. **Correspondence** That the Schedule of Correspondence in the period 13th February to 20th March 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 By-Laws (corro. min 2)
Resolved that a draft of a new SPBL29 re: access keys and tags be amended as discussed. AW
- 3.2 Electricity Consumption (corro. min 25)
Resolved that the issue of the appropriate access charge be resolved. JS
- 3.3 L1 Balustrades 1 (corro. min 28,29)
Resolved that the design of an additional and revised quote be accepted. JS
- 3.4 L1 Balustrades 2 (corro. min 31)
Resolved that a reply to a letter alleging improper approval for the works from Mr. Braithwaite, be drafted in terms agreed at this meeting. JF
- 3.5 Parking Signage (corro. min 36)
- i. Resolved that the artwork proposed for new signs was approved and that the signs be ordered. JS

	ii.	Resolved that a draft notice to residents be prepared for issue via a letter box drop.	AW
3.6	Parking Breaches	(corro. min 37) Resolved that letters be issued to those residents that have breached parking rules repeatedly in recent months.	JF
3.7	Security Tags 1	(corro. min 39) Resolved that a request for a refund for a tag issued to U805 be granted.	PL
3.8	Security Tags 2	(corro. min 43) Noted the approval of an extra tag for U305.	note
3.9	Security Tags 3	(corro. min 47) Resolved that an extra tag for shop 7/8 be approved.	JS
3.10	Security Tags 4	(corro. min 48) Resolved that those lots allocated more than 6 tags be asked to verify their requirements and confirm to whom they have been given.	AW/JS
3.11	Shops 7&8	(corro. min 64) Resolved that favourable consideration would be given to a request to lease a garage on level B1 for storage and parking.	JS
3.12	Shop 4,5,6 Fit Out	(corro. min 69)	
	i.	Resolved that a photomontage be requested to show the proposed frameless doors and adjacent existing windows.	JS
	ii.	Resolved that documentation be provided that confirms that the proposed change of use and fitout is a conforming development.	JS
	iii.	Resolved that certification be requested that the proposed layout conforms to the Building Code of Australia.	JS
3.13	Stair Pressurisation	(corro. min 80) Resolved that a payment claim from the electrical engineer for the agreed lump sum fee of \$5,800 be paid.	PL
3.14	Terrace Access Improvement	(corro. min 102) Resolved that progress payment claim No.2 be paid.	PL
3.15	Unit 1303 Renovations	(corro. min 108) Noted that a renovation application for new flooring was approved subject to normal conditions for sound proofing.	Note
3.16	Unit 1201 Renovations	(corro. min 115) Resolved that, due to the new Act coming into force since approval, a new application be requested.	JS
3.17	Offer of Glass Cabinets	(corro. min 116) Resolved to decline with thanks an offer from a resident of 2 glass cabinets	JF
3.18	Meeting with the Strata Manager	(corro. min 118) Noted that a meeting with the strata manager has been arranged later this week to discuss various financial management issues.	note
4.	Bldg. Manager's Report: Business Arising from the Building Manager's Report	Resolved that the Building Manager's report issued on 20 th March be received. Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:	
	4.1	CO2 Sensors Resolved that the price of the replacement of sensors be confirmed.	JS
	4.2	Supply Fan Filters Noted that the replacement of air grilles is complete.	note
	4.3	Fire Stair Pressurisation Ducts Noted that the completion date for the replacement of rusted duct work is now estimated to be the end of March.	JS
	4.4	Access Tags	
	i.	Resolved that deposits not redeemed by former residents shall not be included in the balance sheet as a liability.	PL
	ii.	Resolved that residents with more than 6 tags be asked to confirm that all are still required and to whom they are allocated.	JF
	iii.	Resolved that the issue of tags to contractors be reviewed.	AW
5.	Financial Report:	Noted that the strata manager's financial report shows the following balances as at 28 th February:	
		Admin Fund Balance	\$96,438
		Capital Works Fund Balance	\$713,349

- Business Arising from the Financial Report** That matters raised in the report and not dealt with under other agenda items, be actioned as follows:

 - 5.2 Key and Access Tag Deposit System**
Noted that a meeting is scheduled with the Strata Manager to resolve financial and accounting details. note

- 6. Business for which Notice was Given**

 - 6.1 Stair Pressurisation and Interior Refurbishment.**

 - i. Noted that there are a few minor details to be resolved relating to the budget estimates, like the inclusion of GST in summary tables. JF
 - ii. Resolved that a draft briefing paper be prepared, which will include background, options, cost estimates and funding. JF
 - iii. Resolved that a summary note be prepared for “Just a Minute”. JF
 - 6.2 Level 1 Access Improvement**

 - i. Noted that the pavior has substantially finished the ramps and that some additional edge bricks are awaited due to short supply by the supplier. note
 - ii. Resolved that the handrail supplier be instructed to proceed. JS
 - 6.3 Safety Management**
Noted that no safety incidents were recorded since the last SC meeting. note

- 7. General Business**

 - 7.1 Special Levy**
Resolved to correct an error in the schedule included in the minutes of the 2014 AGM, which omitted July 2019 from the list of dates for payment of the special levy for urgent maintenance. PL
 - 7.2 BuildingLink**
Resolved to consult the Owners Corporation concerning the purchase, at a cost of \$2,376 incl. GST per annum, of a web-based document and asset management system, which would improve communication and access to records for all residents. JF
 - 7.3 Security in Shop Access Corridor**
Resolved to investigate the installation of magnetic hold-open device to the fire door leading from the dock to the access corridor, which would automatically close in the evening at a time to be agreed and when there is a fire alarm. JS
 - 7.4 Recyclable Bottles**
Resolved that the collection of bottles from the building’s dock by residents wanting to redeem a refund, be prohibited because daily noise from this activity is disturbing the peaceful enjoyment of other residents, whose units are in the vicinity. JS

- 8. Next Meeting:** Resolved that the next meeting be on **at 2:00pm on 10th April location to be advised.**
There being no further business, the meeting closed at **6:15pm.**

- 9. Attachments:**

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

Minutes Adopted

Chair.....

Date.....