

**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 8<sup>th</sup> May, 2018**, at **Unit 601, 20 Gerrale Street, Cronulla.**

The meeting commenced at **1:34pm.**

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

No.	Item	Resolutions	Action
1.	<b>Minutes:</b>	Resolved that the minutes of the last previous Strata Committee Meetings held on <b>10<sup>th</sup> April, 2018</b> are confirmed as a true record.	
2.	<b>Review of Actions Arising from the Minutes of Previous SC Meetings:</b>	Resolved that matters arising from previous meetings be dealt with as follows:	
		<b>2.1 Renovation U301</b> (min 17.10.3.5)	
		i. Noted that Adrian Mueller's invoice has been located and paid.	note
		ii. Noted that costs for each lot owner involved are being calculated from charges already posted plus the Mueller account.	note
		<b>2.2 Annual Fire Safety Report</b> (min 17.10.4.4)	
		Noted that all minor works required for Fire Safety certification has been completed including the replacement of defective fire doors.	note
		<b>2.3 Gas Supply</b> (min 17.11.3.2)	
		Noted that an alternative consultant has been contacted and is due to undertake a site visit prior to submitting a fee proposal.	JS
		<b>2.4 Interior Design</b> (min 17.11.3.3)	
		Noted that a meeting was held with the interior designer to review the cost estimates and to finalise the options to be put to the Owners Corporation.	note
		<b>2.5 Shops 7&amp;8</b> (min 18.02.3.7)	
		Noted that a letter was sent by the strata mngr. to notify the proprietor that staff may not park in the Visitors Car Park nor smoke on common property.	note
		<b>2.6 Electricity Consumption</b> (min 18.03.3.2)	
		Noted that the access charges have been clarified.	note
		<b>2.7 Parking Signage</b> (min 18.03.3.5)	
		Noted that a notice to residents has been drafted and will be issued via a letter box drop when the new signs are ready for installation.	note
		<b>2.8 Shops 7&amp;8</b> (min 18.03.3.11)	
		i. Noted that the building mngr. has asked the proprietor to install screens to shield storage in its B1 parking bay, but the proprietor is yet to comply.	note
		ii. Resolve that the building manager monitor and record storage as a basis for future action.	JS
		<b>2.9 Shop 4,5,6 Fit Out</b> (min 18.03.3.12)	
		Noted that a motion seeking approval in principle is included on the agenda for the Extraordinary General Meeting later today.	note
		<b>2.10 CO2 Sensors</b> (min 18.03.4.1)	
		Noted that new sensors have been ordered and will be installed in June.	note
		<b>2.11 Fire Stair Pressurisation Ducts</b> (min 18.03.4.3)	
		Noted that removal of rusted duct work will be completed next week.	note
		<b>2.12 Stair Pressurisation &amp; Interior Refurb.</b> (min 18.03.6.1)	
		Noted that a report on both matters is included in the notes for the Extraordinary General Meeting later today.	note

- 2.13 **Building Link** (min 18.03.7.2)  
Noted that a motion has been included on the agenda for today's EGM noting the SC's intent to purchase, at a cost of \$2,376 incl. GST per annum, a web-based document and asset management system. note
- 2.14 **Access Keys and Tags** (min 18.04.3.1)  
i. Note that an application from Chris Burke Real Estate for an access tag was rejected on the grounds that the building manager is available to arrange access at most times. note  
ii. Noted that redemption of deposits via refund of the deposit by electronic funds transfer has been trialled successfully. note
- 2.15 **Email from Arthur Matthews** (min 18.04.3.3)  
Noted that a response to Mr. Matthew's email was issued as resolved. note
- 2.16 **Email from Lou Huntingdon** (min 18.04.3.4)  
Noted that a response to Mr. Huntingdon's email was issued as resolved. note
- 2.17 **Letter Boxes** (min 18.04.3.4)  
Noted that the Building Manager's report includes prices for cleaning and re-spraying the letter boxes. note
- 2.18 **Ozone Street Development** (min 18.04.3.6)  
Noted that the secretary will attend a meeting next week to coordinate objections to plans to redevelop the western side of Ozone street between Cecil Monro and Ocean Grove avenues. note
- 2.19 **Security in Shop Access Corridor** (min 18.03.7.3)  
Noted that the Building Manager's report includes an investigation of the cost and feasibility of the installation of magnetic hold-open device to the fire door leading from the dock to the access corridor. note
- 2.20 **Extraordinary General Meeting (EGM)** (min 18.04.6.2)  
Noted that an EGM will occur today, 8<sup>th</sup> May at 4:30pm and that:  
i. The availability of the strata manager was confirmed. note  
ii. Booking of a space in the Cronulla RSL was not necessary. note  
iii. The Agenda was finalised and forwarded to the strata manager for issue to residents prior to 23<sup>rd</sup> of April. note
- 2.21 **Lift Lobby Refurbishment** (min 18.04.7.1)  
Noted that the installation of a plaster cornice to encase Foxtel cabling might require the installation of a termination box inside any apartment that does not yet have Foxtel installed (approximately 50%). note

3. **Correspondence** That the Schedule of Correspondence in the period 10<sup>th</sup> April to 8<sup>th</sup> May 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**

- 3.1 **Interior Refurbishment** (corro. min 13)  
Resolved to seek confirmation that the interior designer will have a display ready by mid-May. JF
- 3.2 **Precinct Developments** (corro. min 32)  
Noted that the secretary reported on the precinct meeting held on 7<sup>th</sup> May and that minutes from the meeting will be distributed to lot owners. JF
- 3.3 **Shop 3** (corro. min 39)  
Resolved that the revised signage proposal from the Shop 3 is approved. note
- 3.4 **Shop 4,5,6** (corro. min 43)  
Noted that the alternations proposed to the shop windows are on the agenda for discussion at today's extraordinary general meeting. note
- 3.5 **Shop 10** (corro. min 49)  
i. Noted that the scope of the proposed internal fitout constituted a minor refurbishment. note  
ii. Resolved that the internal fitout be referred to the lot owner for concurrence prior to the SC considering approved. JS  
iii. Resolved not to approve the proposed signage until licensing is clarified. JS
- 3.6 **Additional Tag Procedure** (corro. min 53)  
Resolved that the proposed procedure be adopted. JF

	3.7 Tag Audit 2	(corro. min 58)	
	Noted that documentation from residents holding multiple tags is ongoing.		note
	3.8 Tag Audit 3	(corro. min 59)	
	Noted that the Snap Gym has been asked to provide its operating procedure to justify the number of tags requested.		note
	3.9 Shop 1 Canopy	(corro. min 72)	
	That a draft special by-law for the installation of fabric canopies be forwarded to the lot owner with a request for concurrence.		AW
	3.10 Building Structure	(corro. min 73)	
	Resolved that the issue raised by John Greville concerning the impact on the building's structure of weights being dropped in the gymnasium be referred to a structural engineer along with a request for a dilapidation report prior to any developments on the northern side of Cecil Monro Av.		JF
	3.11 Engineered Environments	(corro min 74)	
	Noted that a statement from Engineered Environments showing the possibility of an overdue invoice is being investigated.		PL/JF
	3.12 Email Addresses	(corro min 75)	
	Resolved that the list of lot owners' email addresses be updated.		JS
4.	<b>Bldg. Manager's Report: Business Arising from the Building Manager's Report</b>	Resolved that the Building Manager's report issued on 8 <sup>th</sup> May be received.	
		Resolved that matters raised in the report and not dealt with under other agenda items, be actioned as follows:	
	4.1 Residential Letter boxes		
	i.	Noted cost to respray existing letterboxes is \$5,280 incl. GST and to replace is \$6919 incl. GST.	note
	ii.	Resolved to defer this work due to other priorities and place this item on the capital works plan for future works.	JF
	4.2 Shop Access Corridor		
	i.	Noted cost to install a magnetic door holder on door to dock with a time delay relay is \$3,582 incl. GST.	note
	ii.	Resolved to defer this work due to other priorities and place this item on the capital works plan for future works.	JF
5.	<b>Financial Report:</b>	Noted that the strata manager's financial report shows the following balances as at 30 <sup>st</sup> April:	
		Admin Fund Balance	\$103,005
		Capital Works Fund Balance	\$805,614
.	<b>Business Arising from the Financial Report</b>	That matters raised in the report and not dealt with under other agenda items, be actioned as follows:	
		No additional matters discussed.	
6.	<b>Business for which Notice was Given</b>	6.1 Interior Refurbishment and Stair Pressurisation	
		That the project plan be reviewed and any critical issues discussed.	
	i.	Resolved to arrange for an inspection of a similar low level kitchen exhaust system.	JF
	ii.	Resolved that the Interior Designer be asked to confirm the date that the 3D drawing of the foyer and samples display will be ready for exhibition.	JF
	6.2 Level 1 Access Improvement	Noted that this project was completed in time to be used for Anzac Day.	
	6.3 Level 1 Balustrades		
	i.	Noted that this work was deferred until after Anzac Day.	
	ii.	Resolved that GDA be asked to nominate a starting date for the works.	JS
	6.4 Safety Management		
	i.	Noted that no safety incidents have been reported in the last month.	note
	ii.	Noted that no other Safety Matters were discussed.	note

7. **General Business** No additional matters discussed. JF
8. **Next Meeting:** Resolved that the next meeting be on at 2:00pm on 5<sup>th</sup> June, location to be advised.  
There being no further business, the meeting closed at 3:55pm.
9. **Attachments:**
- Correspondence Schedule for the preceding period.
  - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....