

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 5th June, 2018**, at **Unit 502, 20 Gerrale Street, Cronulla**.

The meeting commenced at **2:03pm**.

Present: Diane Raisin (DR), Paul Heeks (PH), Peter Lord (PL), Alan Walsh (AW), Jim Flaherty (JF).
Proxies: None.
Apologies:
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 8th May, 2018 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 Gas Supply (min 17.11.3.2) Noted that advice has been received which indicates that some form of gas supply shut off is required when the fire alarm is activated. See Building Managers Report.	noted
		2.2 Shops 7&8 (min 18.03.3.11) Noted that the building manager has been monitoring storage in the shop access corridor and reports reasonable compliance.	note
		2.3 Interior Refurbishment (min 18.05.3.1) Noted that samples and drawings for a display have been prepared by the interior designer.	note
		2.4 Precinct Developments (min 18.05.3.2) Noted that the time for making submissions on both development proposals has expired.	note
		2.5 Shop 10 (min 18.05.3.5) Noted that the internal fitout application has been signed by the lot owner and submitted for approval.	note
		2.6 Additional Tag Procedure (min 18.05.3.6) Noted that the proposed procedure has been implemented by the Building Manager.	note
		2.7 Shop 1 Canopy (min 18.05.3.9) i. Noted that a draft special by-law for the installation of fabric canopies has been forwarded to the lot owner with a request for concurrence and that no response has been received to date. ii. Resolved to reissue the letter by registered mail.	note AW
		2.8 Building Structure (min 18.05.3.10) Resolved that John Greville be advised that issued raised concerning the impact on the building's structure of weights being dropped in the gymnasium will be referred to a structural engineer with the request for a dilapidation report prior to developments proceeding to the north.	JF
		2.9 Engineered Environments (min 18.05.3.11) Noted that a statement from Engineered Environments showing the possibility of an overdue invoice has been investigated and the outstanding invoice paid.	note
		2.10 Email Addresses (min 18.05.3.12) Noted that the Building Manager has updated the register of lot owners' email addresses.	note

	2.11 Residential Letter boxes	(min 18.05.4.1)	
	Noted that the capital works plan is being updated and that the upgrade of letterboxes work has been included as a future work.		note
	2.12 Shop Access Corridor	(min 18.05.4.2)	
	Noted that the capital work plan is being updated and that the installation of a magnetic hold open device, fitted to the fire door to the dock and linked to the fire alarm system, has been included as a future works.		note
	2.13 Stair Pressurisation	(min 18.05.6.1)	
	Noted that Engineered Environments is arranging a site inspection of a similar low level kitchen exhaust system as requested.		note
	2.14 Level 1 Balustrades	(min 18.05.6.3)	
	Noted that this work has been completed with the exception of a small section of handrail and a glass panel.		note
3. Correspondence	That the Schedule of Correspondence in the period 8 th May to 5 th June 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 BuildingLink	(corro. min 6)	
	Resolved that an initial tranche of data consisting of the following be forwarded for loading onto the website:		JS/AW
	<ul style="list-style-type: none"> - By-laws - Strata Plans - General Meeting Minutes - Strata/Executive Committee Meeting Minutes - Digitised Drawings - Forms - Tag Register - Pets Register - Periodic Contracts 		
	3.2 Interior Refurbishment	(corro. min 19)	
	Resolved that the interior refurbishment options be presented at the Annual General Meeting.		JF
	3.3 Shop 4,5,6	(corro. min 54,55)	
	i.	Noted that the Building Manager has applied to Sydney Water to amend the agreement to 13-week pump-out due to Shop 4, 5, 6 requesting disconnection.	note
	ii.	Noted that a new grease-trap by-law will need to be put to a general meeting if Sydney Water agree to the new arrangement.	note
	iii.	Noted the receipt of a draft special by-law and associated documents from the lot owner.	note
	iv.	Resolved to arrange an Extraordinary General Meeting for Thursday 21 June to consider the special by-law.	AW
	3.4 Stair Pressurisation	(corro. min 62)	
	i.	Noted that Engineered Environments (EE) declined to lodge the Development Application (DA) on our behalf due to professional indemnity insurance issues.	note
	ii.	Noted that EE is adding elevations to drawings already prepared and that these drawings are considered sufficient for DA purposes.	note
	3.5 Unit 104 Kitchen Renovation	(corro. min 66)	
	Noted that the proposed renovation is classified as "minor" and was approved.		note
	3.6 Unit 1201 Renovations	(corro. min 70)	
	Noted that the owner has been asked to submit a new renovation application with details of the proposed change of contractor and associated documents describing the proposed works.		note
	3.7 By-law Changes	(corro. min 75)	
	Resolved that a draft response to Mr. Braithwaite's request for additional information be issued.		JF

	3.8 Use of Lifts by Shop Staff	(corro. min 77)	
	Resolved that a procedure be documented that denies commercial operators access to the residential lift lobbies on B1 and the Ground Floor.		JS
4.	Bldg. Manager's Report:	Resolved that the Building Manager's report issued on 5 th June 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 Gas Supply		
	i.	Noted consultant's advice that a gas cut-off system is required on the supply line to the restaurants.	note
	ii.	Resolved that, as the safety of the gas supply is an OC responsibility, the installation of the cut-off system will be an OC expense.	note
	iii.	Due to the difficulty of resetting the gas line safely after a fire alarm, resolved that individual cut-off mechanisms be fitted in each restaurant (4 off).	note
	iv.	Resolved that the Building Manager inform the restaurateurs, and obtain quotes.	JS
	4.2 Storage in B1 Carpark		
	i.	Resolved that all stock stored on B1 be removed or placed in a solid lockup and that all perishable stock be removed.	JS
	ii.	Resolved that restaurants be directed to clear disused furniture and equipment from parking bays.	JS
	4.3 Commercial Cooling Tower		
	i.	Noted the BM's advice that the residual life of the towers is at least 5 years given current performance and regular maintenance.	note
	ii.	Noted that the capital works plan will be updated accordingly.	note
	4.4 Pet Register		
		Noted that an application for labradoodle from the tenant of U1101 was referred to the Unit owner for concurrence.	note
5.	Financial Report:	Noted that the strata manager's financial report shows the following balances as at 31 st May:	
		Admin Fund Balance	\$112,067.
		Capital Works Fund Balance	\$794,289.
.	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 Capital Works Funds		
		Noted the Treasurer's advice that most of the funds are held in term deposits.	note
	5.2 Special By-Laws Costs		
		Noted that the Treasurer will prepare invoices for the shared cost of recent by-law approval and registration and will forward them to the Strata Manager for inclusion in the next Levy Notice.	PL
6.	Business for which Notice was Given	6.1 May 8 Extraordinary General Meeting.	
		Noted that the status of actions required to implement motions passed at the EGM is as follows:	
	i.	Motion 3: Shop 4, 5, 6 fit out.	
		Noted that a draft by-law has been received and will be reviewed prior to an EGM being called to consider it.	AW
	ii.	Motion 4: Stair Pressurisation.	
		Noted that Engineered Environments is updating a drawing in the DA set and that the DA will be submitted in August.	JF
	iii.	Motion 5: Interior Refurbishment.	
		Noted that a 3D drawing of the proposed design for the ground floor foyer is being prepared and that other drawings and samples are ready for display, which will be mounted prior to the Annual General Meeting when it will be presented by the interior designer.	JF

- iv. **Motion 6: Precinct Developments.**
Noted that the date for submissions has passed and that the Council staff will now commence the task of assessing the DA's and the objections. Panel hearings and any determinations are not expected for some months. JF
 - v. **Motion 7: BuildingLink.**
Noted that the Building Manager is preparing document packages that will be forwarded to BuildingLink as the basis for the creation of the Cecil Website. JS/AW
 - vi. **Motions 8, 9, 10, 11, 12 By-law registration.**
Noted that these by-laws will be sent for registration as soon as the by-law for Shop 4, 5, 6 is considered by an EGM later this month. AW
- 6.2 **Safety Management**
 - i. Noted that the Building Manager reported no Safety Incidents have occurred in the last month. note
 - ii. No other Safety Matters were discussed note
- 7. **General Business**
 - 7.1 **Annual General Meeting**
Resolved to check on the availability of a suitable venue at the RSL or Cronulla Bowling Club on 25th August. PL
 - 7.2 **Cost Estimates**
Resolved to prepare a more detailed statement of cost estimates for the alternative interior refurbishment options. JF
- 8. **Next Meeting:** Resolved that the next meeting be on **at 2:00pm on 7th August in Unit 502.**

There being no further business, the meeting closed at **5:15pm.**
- 9. **Attachments:**
 - Correspondence Schedule for the preceding period.
 - Building Managers Report for the preceding period.

Minutes Adopted

Chair.....

Date.....