

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 7th August, 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: 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 5th June, 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 Shop 1 Canopy (min 18.05.3.9) See 3.6 below.	
		2.2 Building Structure (min 18.05.3.10) Noted that John Greville was advised that impact on the building's structure of weights dropped in the gymnasium will be referred to a structural engineer when other issues relating to basement structure are investigated.	JS
		2.3 BuildingLink (min 18.06.3.1) i. Noted that substantial progress has been made in loading an initial batch of data including by-laws, strata/executive committee meeting minutes, general notices and forms.	note
		ii. Resolved that the Building Manager report to future strata committee meetings on progress relating to other documents including: minutes of general meetings, strata plans, digitised drawings and periodic contract details.	JS
		2.4 Interior Refurbishment (min 18.06.3.2) Noted that the interior refurbishment options for upper floor lift lobbies and the ground floor foyer have been included on the draft Notice of Annual General Meeting.	note
		2.5 Shop 4,5,6 (min 18.06.3.3) Noted that an Extraordinary General Meeting was held on 21 June and a special by-law for its fit out was passed.	note
		2.6 By-law Changes (min 18.06.3.7) Noted that a response to Mr. Braithwaite's request for additional information was issued as endorsed by the SC.	note
		2.7 Use of Lifts by Shop Staff (min 18.06.3.8) Noted that a procedure has been documented that denies commercial operators access to the residential lift lobbies on B1 and the Ground Floor and that the procedure has been implemented.	note
		2.8 Gas Supply (min18.06.4.1) Noted that the Building Manager reports on resolution of this issue in his report. See item 4.1 below.	note
		2.9 Storage in B1 Carpark (min 18.06.4.2) i. Noted that Shop 7, 8 (Milky Lane) has complied with a request from the Building Manager to remove perishable stock from B1 Carpark.	note
		ii. Noted that a by-law would be required to compel commercial operators to remove furniture and equipment stored in parking bays on B1.	note

	2.10 Special By-Laws Costs	(min 18.06.5.2)	
	Noted that the Treasurer has prepared invoices for the shared cost of recent by-law approval and registration and these have been forwarded to the Strata Manager for inclusion in levy notices.		note
	2.11 May 8 Extraordinary General Meeting.	(min 18.06.6.1)	
	The status of actions required to implement motions passed at the May 8 EGM:		
	i. Motion 3: Shop 4, 5, 6 fit out.		
	Noted that this matter was resolved at the June 21 EGM.		note
	ii. Motion 4: Stair Pressurisation.		
	Noted that Engineered Environments has updated the DA drawing set and that the DA will be submitted in August.		JF
	iii. Motion 5: Interior Refurbishment.		
	Noted that 3D drawings of the proposed design for the ground floor foyer have been prepared and that other drawings and samples will be displayed in the gr. floor foyer prior to the Annual General Meeting.		JS
	iv. Motion 6: Precinct Developments.		
	Noted that the date for submissions has passed, that Council staff has commenced the task of assessing the DA's and that a Council assessor has visited the sites and surrounding buildings including the Cecil.		note
	v. Motion 7: BuildingLink.		
	Noted that the Building Manager is forwarding progressively data for loading to the Cecil's BuildingLink site.		JS
	vi. Motions 8, 9, 10, 11, 12 By-law registration.		
	Noted that these by-laws are ready to be sent for registration now that the by-law for Shop 4, 5, 6 was passed at 21 June EGM.		AW
	2.12 Annual General Meeting	(min 18.06.7.1)	
	Noted that the venue and date for the AGM is Cronulla Bowling Club (Club Cronulla) on 25 th August and that no space was available at Cronulla RSL due to ongoing renovations.		note
	2.13 Cost Estimates	(min 18.06.7.2)	
	Noted that a detailed statement of cost estimates for the alternative interior refurbishment options has been prepared and will be attached to the Notice of Annual General Meeting.		note
3. Correspondence	That the Schedule of Correspondence in the period 5th June to 7th August 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 Access Tags	(corro. min 8)	
	Noted that a request for an additional access tag for Unit 603 was approved.		note
	3.2 AGM Motion submitted by Susan Ridge	(corro. min 11, 13)	
	Noted that the motion and explanatory note proposed by Susan Ridge concerning the G&LC's newsletter shall be included on the Notice of Meeting.		note
	3.3 AGM Motions submitted by Barry Braithwaite	(corro. min 14)	
	Noted that motions and explanatory notes proposed by himself and Lou Huntingdon to reduce the building manager's hours, limit the power of the strata committee and introduce general business to general meetings shall be included in the Notice of Meeting.		note
	3.4 AGM Motion from Arthur Matthews	(corro. min 16)	
	Noted that the motion and explanatory note concerning the G&LC's newsletter proposed by Arthur Matthews shall be included in the Notice of Meeting.		note

- 3.5 Interior Design (corro. min 40)
- i. Noted that the 3-D images from the interior designer were reviewed and deemed to be generally appropriate to convey the general objective but that the final design may vary in detail after consultation with Owners Corporation at the AGM. note
 - ii. Noted that a more detailed cost breakdown is appropriate for conveying the approximate relative costs of the proposals. note
- 3.6 Shop 1: Canopy By-Law (corro. min 53)
- Noted that the strata manager has advised that the letter requesting approval of a bylaw for the shop's fabric canopy would be reissued. note
- Resolved to request a copy of the letter and consider further action due to the lack of a response from the lot owner. JF
- 3.7 Shop 1: Break-in (corro. min 54)
- Noted the Building Manager is seeking prices for modifications to the locks fitted to the fire door from the dock to the service corridor to conform to fire regulations and to improve security in the shop service corridor after hours. JS
- 3.8 Shop 7,8 Milky Lane : Noise Complaints (corro. min 71)
- i. Noted that the proprietor has not provided written proof of an approval for live music as requested by the Building Manager. note
 - ii. Noted that advice from Fair Trading indicates that the Council and Office of Liquor and Gaming have roles in ensuring "venues do not cause undue disturbance to the quiet and good order of their neighbourhood". note
 - iii. Resolved to continue to liaise with lots adjacent to the venue and monitor compliance before taking further action given reports of no disturbance in recent weeks. JS
- 3.9 Shop 7,8 Milky Lane: Safety Incident (corro. min 79)
- i. Noted that following the safety incident involving boxes stacked in the service corridor there has been a significant decrease in the time and amount of goods observed in the corridor. note
 - ii. Resolved that the situation continue to be monitored.
- 3.10 Shop 12 Snap Gym: Noise Complaint (corro. min 83)
- i. Resolved that a letter to the gym be drafted for SC consideration concerning continuing intrusive noise and vibration affecting residential lots. JF
 - ii. Resolved that a reply to Mr. Stubbs' letter be drafted for SC consideration. JF
- 3.11 TPG Telco (corro. min 88)
- Noted that TPG is considering the Cecil's general conditions for further negotiations on an agreement to lease space for telecommunication equipment. note
- 3.12 Short Term Leasing (corro. min 104)
- Noted that the State Government is in the process of implementing rules relating to short term leasing of residential lots (eg Airbnb). note
- 3.13 Shop 12 Fit out Bond (corro. min 105)
- i. Noted that some rectification of the common property, not undertaken by the lot owner or its tenants, has been charged to the bond and that some further work is yet to done. The total cost of the works is not expected to exceed the total value of the bond. note
 - ii. Resolved that the remaining work be expedited so that the issue can be finalised. JS
- 3.14 Grease Pit By-Law (corro. min 106)
- i. Resolved that lot owners, whose tenants use the grease pit, be advised of proposed changes to the by-law pursuant to a reduction in the number of users and changes agreed with Sydney Water, which lengthen the pump out period to 13 weeks. AW
 - ii. Resolved to present the proposed by-law change to the AGM. AW

4. **Bldg. Manager's Report:** Resolved that the Building Manager's report issued on 7th August 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 **Restaurants' Gas Supply** Resolved that the Building Manager proceed with the installation of an isolation valve that cuts off gas supply when the sprinkler system is activated by a fire alarm at an estimated cost of \$5,159 including GST. JS
- 4.2 **Render Unit 104** Noted that cracked render has been repaired. note
- 4.3 **Leak to Shop 4,5,6** Noted that remedial work to construction joints and stormwater sump in the terrace to Unit 106 above is complete. note
- 4.4 **Fitout of Shop 4,5,6** Noted that the fitout is completed in accordance with the approved plans and that Endota Spa has commenced operation. note
- 4.5 **CO2 Sensors** Noted that the upgrade of the control panel and 9 sensors has been completed. note.
5. **Financial Report:** Noted that the strata manager's financial report shows the following balances as at 31st July:
- | | |
|----------------------------|-----------|
| Admin Fund Balance | \$191,380 |
| Capital Works Fund Balance | \$913,479 |
- 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 **Budgets** Noted that draft budgets for the Administrative and Capital Works Funds have been prepared in consultation with the strata manager and will be submitted for approval to the Annual General Meeting. note
- 5.2 **Ten-Year Capital Works Plan** Resolved that the updated Capital Works Plan be submitted for approval to the Annual General Meeting. JF
6. **Business for which Notice was Given**
- 6.1 **Annual General Meeting (25th August)** Resolved that the draft agenda include: JF/AW
- Renewal of the Cleaning Contract;
 - Ten-Year Capital Works Plan;
 - The Annual Fire Safety Statement.
 - Renewal of the Building Management Contract.
- 6.2 **Building Management Contract** Resolved that the annual performance review be undertaken by the Chairman prior to the Annual General Meeting and that the outcome be included in the Chairman's report to the Annual General Meeting. PH
- 6.3 **Parking Matters.**
- i. Resolved that a letter be drafted concerning breaches by a resident of Unit 101. AW
 - ii. Resolved that a letter be drafted concerning repeated breaches by tenants of Unit 806. AW
- 6.4 **Safety Management**
- i. Noted that the safety incident in the Shops' service corridor involving a resident was dealt with under item 3.9 above. note
 - ii. Noted that no other Safety Matters were discussed. note
7. **General Business** 7.1 **Other Business** Noted that no other business was discussed. note
8. **Next Meeting:** Resolved that the next meeting be directly after the AGM on 25th August.

There being no further business, the meeting closed at 6:00pm.

9. Attachments:

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

Minutes Adopted

Chair.....

Date.....