

**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 16<sup>th</sup> October, 2018**, at **Unit 502, 20 Gerrale Street, Cronulla**.

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

**Present:** Diane Raisin (DR), Peter Lord (PL), Alan Walsh (AW), Jim Flaherty (JF).  
**Proxies:** None.  
**Apologies:** None  
**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 previous Strata Committee Meetings held on <b>8<sup>th</sup> August and 25<sup>th</sup> August, 2018</b> are true records of those meetings.	
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 Shop 1 Canopy (min 18.08.3.6)</b> Resolved to no longer pursue a special by-law for Shop 1 canopy because the Owner's Corporation is protected by paragraph (d) of the motion approving the structure, which states that the lot owner is responsible for maintenance and repair.	note
		<b>2.2 BuildingLink (min 18.06.3.1)</b> Noted that the Building Manager estimates that he is 40% complete in transferring documents to the new data base.	note
		<b>2.3 May 8 Extraordinary General Meeting. (min 18.06.6.1)</b> The status of actions required to give effect to motions passed at the May 8 EGM:	
		i. <b>Motion 4: Stair Pressurisation.</b> Resolved to accept advice from Luke Oldfield of Concise Certification that a DA may not be required and that a more direct way to gain approval for the proposed works might be via a submission directly to the Council's Fire Officer.	JF
		ii. <b>Motion 5: Interior Refurbishment.</b> Noted that 3D drawings of the proposed design for the ground floor foyer were prepared and that these and other drawings and samples were displayed in the ground floor foyer prior to the Annual General Meeting on 25 <sup>th</sup> August.	note
		iii. <b>Motions 8, 9, 10, 11, 12 By-law registration.</b> Noted that these by-laws were forwarded to the Strata Manager for registration together with SPBL 25, which was passed at the AGM on 25 <sup>th</sup> August.	note
		<b>2.4 Shop 1: Break-in (min 18.08.3.7)</b> Noted that the scope of work and quotes for the necessary modifications to the fire door from the dock to the service corridor necessary to improve security in the shop service corridor are included in the BM's report.	note
		<b>2.5 Shop 7,8 Milky Lane : Noise Complaints (min 18.08.3.8)</b> Noted that there have been no further complaints concerning noise or disruption from the restaurant since the last SC meeting.	note
		<b>2.6 Shop 7,8 Milky Lane: Safety Incident (min 18.08.3.9)</b> Noted that some items are still placed in the service corridor, and resolved that the Building Manager talk to the proprietor about gas bottles recently observed.	JS

- 2.7 Shop 12 Snap Gym: Noise Complaint (min 18.08.3.10)  
 i. Noted that a Notice to Comply with By-Law 1 was issued by the Strata Manager on 24<sup>th</sup> September. note  
 ii. Noted that a reply to Mr. Stubbs' letter was issued on 21<sup>st</sup> August. note
- 2.8 Shop 12 Fit out Bond (min 18.08.3.13)  
 Noted that the remaining work is nearing completion and will be completed within 2 weeks. JS
- 2.9 Grease Pit By-Law (min 18.08.3.14)  
 i. Noted that lot owners, whose tenants use the grease pit, were advised of proposed changes to the by-law pursuant due to a reduction in the number of users and changes agreed with Sydney Water, which lengthens the pump out period to 13 weeks. note  
 ii. Noted that the proposed change is put into effect by SPBL 25, which was passed by the AGM on 25<sup>th</sup> August. note
- 2.10 Restaurants' Gas Supply (18.08.4.1)  
 Noted that this work is in progress and that the new cut-off valve will be operational in 2 weeks. note
- 2.11 Ten-Year Capital Works Plan (18.08.5.2)  
 Noted that the updated Capital Works Plan was approved at the Annual General Meeting on 25<sup>th</sup> August. note
- 2.12 Annual General Meeting Agenda (18.08.6.1)  
 Noted that the following were added to the AGM agenda as resolved: note  
 - Renewal of the Cleaning Contract;  
 - Ten-Year Capital Works Plan;  
 - The Annual Fire Safety Statement.  
 - Renewal of the Building Management Contract.
- 2.13 Building Management Contract (18.08.6.2)  
 Noted that the annual performance review was undertaken by the Chairman prior to the Annual General Meeting and that the outcome was included in the Chairman's report to the Annual General Meeting. note
- 2.14 Parking Matters. (18.08.6.3)  
 i. Noted that a letter was issued by the strata manager concerning breaches by a resident of Unit 101. note  
 ii. Noted that a letter was issued by the strata manager concerning repeated breaches by tenants of Unit 806. note

3. **Correspondence** That the Schedule of Correspondence in the period 7<sup>th</sup> August to 16<sup>th</sup> October 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 Annual General Meeting: Grease Pit (corro. min 12)  
 Resolved that consideration of an alternative division of the cost, proposed by the owner of Shop 9, be held over until the next SC meeting. AW
- 3.2 Strata Committee Membership (corro. min 14)  
 Resolved that the offer from Alan Walsh to continue to serve on the strata committee be accepted. note
- 3.3 Building Management (corro. min 18)  
 i. Resolved that the current building management agreement be reviewed and that any changes proposed be the basis of renewal put to next year's AGM. AW/JS  
 ii. Resolved that the current agreement shall apply in the interim. note
- 3.4 Cooling Towers (corro. min 19)  
 Resolved that a quote from Hydrochem in the amount of \$2070 for implementation of new Health Department regulations be accepted. note
- 3.5 Electricity Agreement (corro. min 25)  
 Noted that the Building Manager has reviewed the new electricity supply agreement as requested and will meet with Alan Walsh to discuss. note
- 3.6 Interior Design (corro. min 34,37-41)  
 i. Noted that feedback on the proposed refurbishment design options have been received from 10 people in varying degrees of detail. note

- ii. Resolved to attach a summary of comments received to the minutes. JF
  - iii. Resolved that a meeting be arranged with the interior designer to discuss feedback on the design presentation. JF
  - iv. Resolved to expedite some improvements to the ground floor foyer due to the proposed timing of any major upgrade being in 2020. note
  - v. Noted that the foyer floor tiles have been pressure cleaned resulting a marginal improvement in appearance. note
  - vi. Resolved to remove leased plants from the foyer at an annual saving of \$1,580. JS
  - vii. Resolved that the building manager repair the stone skirting by removal of stone tiles from a less obvious location because there are no spare tiles and a matching tile is not available. JS
  - viii. Resolved that, due to repainting of the foyer being overdue, the interior designer be asked to advise on colours for an immediate repaint as an interim step prior to OC agreement on the full scope of the refurbishment prior to 2020. JF
- 3.7 Parking Breach (corro. min 45) note  
Noted that no further action need be considered pursuant to further breaches by the residents of Unit 806 because they have moved out.
- 3.8 Shop 4,5,6 Endota Spa (corro. min 76) note  
Resolved to approve access for the manager of Endota to the residential lift lobby from the shop service corridor at the beginning and end of the day to ensure safe access to the B1 carpark.
- 3.9 Shop 7,8 Milky Lane (corro. min 82) note  
Resolved that an additional tag be issued to the manager but denied a request for a tag for a delivery driver.
- 3.10 Shop 12 Snap Gym (corro. min 105)  
Resolved to:
- i. Write to the General Manager of Sutherland Council requesting decisive action in response to continuing breaches of development consent conditions; JF
  - ii. Research grounds for a possible referral to the Civil & Administrative Tribunal for failure to comply with By-Law 1. AW
- 3.11 Stair Pressurisation (corro. min 115) note  
Noted that the request for a fee proposal from a planner for preparation of a Development Application has been deferred due to advice that a DA might not be required if the action agreed in 2.3 i above is successful.
- 3.12 Unit 704: Access Tags (corro. min 126) note  
Noted that the request for an additional tag has been withdrawn.
- 3.13 Weep Hole Covers (corro. min 132) note
- i. Noted that the Building Manager has investigated the extent of the problem and found it to be confined to the northern end of the eastern façade. The problem has been referred to Higgins, the contractor responsible for the installation. note
  - ii. Resolved that the Building Manager send a follow-up email to Higgins requesting rectification. JS
- 3.14 Prestige Strata (corro. min 137) note  
Resolved not to meet with this firm because it is based in Parramatta.
- 3.16 Building Evacuation (corro. min 143) JS
- i. Resolved that the Building Manager will forward to members of the SC the latest version of the Information Pack for new residents, "Living in the Cecil" and; JS
  - ii. Resolved that the document be reviewed to ensure that it is up to date generally, that it includes the building evacuation procedure in particular and that it includes a reference to the Cecil's safety management plan. All
- 3.17 Fire Doors (corro. min 147) note  
Noted that this year's fire safety inspection report is yet to be received but that it is understood to include notification of two defective fire doors.

	3.18 Lift Mirror	(corro. min 149)	
	Resolved not to accept a quote of \$980 to replace the deteriorating mirror in lift No. 2 and to defer such expenditure until refurbishment of the lifts generally.		note
	3.19 Insurance Renewal	(corro. min 152)	
	Noted that the strata manager obtained 3 quotes in accordance with the AGM motion passed on 25 <sup>th</sup> August and that the proposal from the current insurer (CHU) was accepted in the amount of \$83,629.		note
4.	<b>Bldg. Manager's Report:</b>	Resolved that the Building Manager's report issued on 16 <sup>th</sup> October be received.	
	<b>Business Arising from the Building Manager's Report</b>	Resolved that matters raised in the report and not dealt with under other agenda items, be dealt with as follows:	
	4.1 Replacement Plants	Noted that 6 replacement Metrosideros Fiji Fire have been ordered for the level 1 terrace.	note
	4.2 Commercial Gas Supply	Resolved that a procedural sign be mounted adjacent to the new commercial gas supply cut off valve to provide instructions on the reinstatement of gas supply following cut off due to the activation of the sprinkler system.	JS
	4.3 Building Wash Down	Resolved not to accept any quotation (the lowest being \$27,060) for the wash down of the building because:	
	a.	The exposed location of the building results in it receiving a least one good wash down by rain annually from each direction;	note
	b.	Residents are to be encouraged to hose down their balcony walls and soffits where there may be a rain shadow at least once a year;	JS
	c.	If the building was commercially washed every 2 years, it would result in an expenditure of about \$110K for an uncertain marginal extension of the paint life.	note
	4.4 Basement Wall	Resolved that the Building Manager arrange to steam clean the wall between B1 and B2 near the grease trap pipe penetration.	JS
	4.5 Shop 3 Window Frames	Resolved that a letter be issued by the Strata Manager directing the owner of Shop 3 to ensure that the window frames are restored to the original colour at completion of the short term lease as the Ozone sales office.	JF
5.	<b>Financial Report:</b>	Noted that the strata manager's financial report shows the following balances as at 30 <sup>th</sup> September:	
		Administration Fund Balance	\$139,453
		Capital Works Fund Balance	\$1,036,630
.	<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:	
	5.1 Recurrent Cost Savings	Resolved that the building manager report with options for recurrent cost savings to the next SC meeting.	JS
6.	<b>Business for which Notice was Given</b>	6.1 Annual General Meeting (25 <sup>th</sup> August)	
		Actions arising from motions passed at the AGM:	
	i.	Implementation of levy contributions;	
		Noted the inclusion of the new rates in the most recent levy notice.	note
	ii.	Implementation of budgeted Admin Fund expenditure;	
		Noted the review of other recurrent expenditure mentioned in 5.1 above.	note
	iii.	Reappointment of Camphin Boston as auditor;	
		Noted the appointment of the auditor.	note

- iv. **Calling of 3 quotes for insurance;**  
Noted the acceptance of the best of 3 offers for insurance renewal note
- v. **Implementation of budgeted Capital Works fund expenditure;**  
Noted that minimal capital works expenditure is planned other than that relating to vi and vii below. note
- vi. **Interior Design for foyer and lift lobbies.**  
Noted actions under 3.6 above. note
- vii. **Stair Pressurisation development approval.**  
Noted action at 2.3 i above. note
- viii. **Registration of by-law 25: Grease Pit.**  
Resolved that the strata manager be asked for a copy of the registration. JF
- ix. **Access Tag registration and voiding of access.**  
Resolved that a notice to residents be drafted. AW
- x. **Negotiation of a new building management contract.**  
Noted action at 2.13 above. note
- xi. **Renewal of the cleaning contract.**  
Noted that the cleaning contract has been renewed in the same terms as last year except for increases in rates to due to award changes. note

**6.2 Parking Matters.**

Noted that no further significant breaches have been reported since the last meeting. note

**6.3 Safety Management**

- i. Noted that no Safety Incidents were reported since the last meeting. 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 on **13<sup>th</sup> November.**

There being no further business, the meeting closed at **4:15pm.**

**9. Attachments:**

- Correspondence Schedule for the preceding period.
- Building Managers Report for the preceding period.
- Interior Design: Comments Received Spread Sheet.

Minutes Adopted

Chair.....

Date.....