STRATA TITLE MANAGEMENT
your strata care company

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MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION OF STRATA PLAN 50785

MINUTES of the Executive Committee Meeting of the Owners Corporation of **Strata Plan 50785** held on Tuesday, 2nd August 2011 held in the offices of Strata Title Management, Mezzanine Level, 191-193 Taren Point Road, Taren Point.

PRESENT: Mr P Dransfield (1), Guy Arkins (Lot 12), Mr D Gourley (83), Mr R Earle (90) and Mr T Korbel (104)

PROXY Ms S Schembri (32) – Proxy to Mr T Korbell (Proxy accepted by the Executive Committee)
Mr C Beebe (54), – Proxy to Mr T Korbell (Proxy accepted by the Executive Committee)

APOLOGIES: Ms S Schembri (32), M Mr G Macris (46), Mr C Beebe (54)

IN ATTENDANCE: Mr N Bayliss (85)
Mr G Schuberg (58)
Mr R Grills (105) Arrived 7.00pm
John Stevens of PREMIER CONTRACT CLEANING PTY LTD
Mr C Mo'ane of INTEGRATED BUILDING CONSULTANCY – Arrived 7.00pm
Ms N Ashfield-Howell of STRATA TITLE MANAGEMENT GROUP

CHAIRMAN: Ms Ashfield-Howell

There being a quorum present the chairman declared the meeting open.

MOTIONS

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meeting held 20th April 2011 be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2
Building Managers Report

RESOLVED to accept the Building Managers report as tabled and that a copy be affixed to the Minute Book with the following action noted/determined:

A) ThyseenKrupp Lift to Lot 21

It was noted that the "Safe to Operate Certificate" has been issued for the lift that services Opah Restaurant (Lot 21) to be put back in operation however this was issued subject to Items 1 and 4 which states:

1. *It is advisable that a qualified person, provided by others, certifies that the building housing the subject lift is in a satisfactory condition. Implicit in this building certification is the acknowledgement that the safety of lit users and/or lift workers is not compromised including the satisfaction of all Statutory Authority requirements.*
4. *The head contractor/owner should arrange for a competent person to assess all of the building related matters and work by and work by others to ensure compliance with all Codes, Legislation and Instructions by relevant Authorities. The following list is provided as a service and does not cover all building related items because our competence in certification only relates to lift technicalities:*

    - *During heavy rain water is entering the lift shaft through the ventilation grille in the top of the lift shaft. A weather cover should be fitted to the ventilation grille.*

The NSW Renew Supervisor of ThyssenKrupp, Mal Abisaab has advised that the lift can operate under the proviso that the Owners Corporation are in the process of rectifying/complying with items 1 & 4 listed above. Mr Abisaab advised that ThyssenKrupp employees noticed water entering the shaft during the heavy rain downpour experienced in the last couple of weeks.

The building manager has been in contact with Kevin of ColdRae Air Conditioning to submit a quotation for the installation of water proofing grilles to the lift roof structure.

Mr Abisaab further advised that the Lift Commissioning Test Procedure" is a standard document where as the lift is a hydraulic lift and only 30% of that document would not be applicable. The building manager requested that he re- send a new "test procedure document" which only is applicable to the repaired lift.

B) Garden Quotations

The following three quotations were submitted for the garden maintenance:

A)	Sell Fast Property Makeovers	$250.00 per week (No GST Applicable)
B)	GNC Landscaping & Maintenance Pty Ltd	$440.00 per week (GST Inclusive)
C)	CB Landscaping & Maintenance	$450.00 per week (GST Inclusive)

After consideration, it was noted that the majority of members were in favour of moving away from Florascapes however it was **RESOLVED** to defer making a decision on this matter until Sue Schembri has a right of reply. It was further RESOLVED that if and when a new gardening contractor is appointed that they be placed on a three month trial period in the first instance.

C) Roof Ducting Report

It was noted that Murray from Clean Air Ventilation was to be onsite the week of the meeting to complete the replacement and raising of the residential exhaust located on the roof. The works were delayed due to the painting and membrane of the roof which at this stage has not been completed.

The building manager indicated his opinion is that the works should be completed as soon as possible due to Murray having a heavy work load and being difficult to secure.

It was further noted that the exhaust fans located inside the brickwork are to be raised and placed on suspension springs to limit the noise vibration which was a result of the acoustic testing conducted by Acoustic Dynamics Pty Ltd on 22nd April 2010.

D) Hog's Breath Exhaust

It was noted that Kevin of Coldrae Air Conditioning and the building manager inspected Apartment A1 as a result of the noise complaint from the Hog's Breath Café kitchen exhaust located on the roof of 'A' Block. It was noted that the ducting was recently upgraded by Coldrae Air Conditioning and the ducting lowered. Since this work however the exhaust noise has increased and is affecting residents of Apartment A1 located on the ground floor.

It was further noted that Kevin and the building manager were in the Apartment of A1 with the lot owners Mr and Mrs Gibson Reg and Norma whereby the noise was clearly audible.

Once inspected, it was determined that the fan position was the cause of the high pitch noise being experienced within Apartment A1. It was noted that Kevin is doing more testing on the fan and will keep the building manager updated on the works in due course.

E) B Block Leaks

<u>Leak to B16 bedroom Water Ingress</u>
The building manager was contacted on 28th July 2011 at around 4.30pm to report water flooding into the Apartment of B16. The leak was due to the balcony of unit B18 flooding from the drainage being blocked from leaves and dirt build up.

<u>B18 Balcony Drain</u>
It was noted that the drains only have a very small 25 mm spitter drain pipe and when the drain is blocked with leaves water entered into Apartment B18 and flooded the bedroom then the tracked its way down into Apartment B16 flooding the bedroom. The building manager cleared the dirt build up in the drain which appeared to alleviate the problem.

The building manager suggested that core holes be drilled within the parapet wall. It was noted that these can be placed in a location whereby if a blockage does occur; water will simply overflow and escape through the spitter pipes preventing future flooding to Apartments. It was agreed that waterproofing of the around surrounding an interference with the membrane to install the pipes is of paramount importance.

It was noted that the main problem of this occurring appears to be in the A & B block balconies due to small spitter drain pipes being installed.

Both leasing agents of Apartments B16 & B18 have been advised of the issue and requested to arrange the rectification of contents through their landlord insurance policies. The building manager has arranged for a handyman to repair the water damaged ceiling to Apartment B16 which is covered under the building insurance policy.

The building manager further reported that the rain water could be penetrating though the balcony tiles of Apartment 18B and travelling down the cavity wall causing the ceiling mould problem. The building manager indicated that he will arrange a waterproofing contractor to inspect and advise of opinion of repair method. In addition, the sliding door on the balcony may also need to be inspected as this could be a travelling point of the water ingress and this may be a variation to the forthcoming building works.

F) C25 and C64 Tile Replacement after Burst Hot Water Pipe

It was noted that a hot water pipe burst on 1st July 2011 causing flooding to Apartment C5 on the 1st July 2011. The repair involved removing bathroom tiles to Apartment C25 and C64 to investigate and access the broken pipe. The broken pipe was subsequently located in Apartment C64.

It was further noted that the tiler has had difficulty obtaining matching replacement tiles as they appear to be obsolete. The tiler will continue to try and locate the matching tiles however if he is unable, the strata manager informed that the owners corporation are only required to repair with the closest matching tiles that can be located. Negotiations may need to be considered if the owners of lots disagree with the proposed tile should it not be a perfect match.

The building manager also indicated that there is no access panel in the bathrooms to easily access the pipes when required without causing damage so the installation of an access panel may be an option if the owner of the lot was to approve. The building manager advised that the owners of Apartment C25 & C64 informed that if the tiles cannot be matched perfectly then they would like their whole bathroom tiles replaced.

William the tiler has been to three known suppliers who have a large range of pre existing tiles but has now a tile which closely is similar to the existing. These tiles will be referred to the owners of Apartments C25 and C64 for approval.

G) C72 Report, A10 & C69

<u>Water leaks C72</u>
The building manager advised that Phil Pin has been experiencing water migration problems within the two bedrooms located at the southern end of Cote d Azur building.

Previous repair work has been done on both sliding doors where the tracks have been removed and silicon placed in an effort to stop the water entering. The expansion point above the two sliding doors have been replaced with Sikaflex as this may have been a cause of water migration. However it now appears that the cause may be from the balcony area.

This seems to be the most common source of water migration on the majority of units which are experiencing these issues. It was noted that Chris Mo'ane of Integrated Building Consultancy have contractors who are in the process of repairing other units with almost identical problems that may be associated with the same defect.

<u>Water Leak A10</u>
The building manager advised that he met with Dunstan DeSouza of Apartment A10 in relation to the water penetration being experienced in his lot again within the bedroom and also now apparent in the lounge room where floating timber floors are located.

Previously weep hole covers over the affected area was installed along with the balcony doors being sealed as this was considered to be the point of water entry. Dunstan confirmed that the sliding doors were replaced by Australand who had taken over Walker Corporation's responsibility. The replacement doors failed to stop the water entering.

The building manager indicated that a hole be cut out of the wall to view inside to see where the seepage water is entering however Dunstan advised that this has previously been done.

I have also been advised that other units along this section also experienced water penetration during the extreme weather even we had. The successful tendering company for the major works will be requested to inspect and provide a quotation/variation on the repair at the same time as the building works are undertaken.

Apartment C69 Water leak 23 July 2011

It was noted that the building manager received a phone call from Ian MacDonald of Apartment C69 on 23rd July 2011 to report flooding under his floating timber floor due to the heavy rain down pour Cronulla experienced over the in July over a 3 day period from the east coast low.

Extensive moisture was evident within the cavity wall which appears to be a result from the balcony tiles being higher than the concrete slab inside the bedroom – a poor and defective building design.

Apartment C69 is also located directly below the balcony of Apartment C76. The failed membrane above could be the cause of seepage water entering the cavity wall and travelling down to unit C69 concrete slab. The building manager indicated that another option may be to cut a hole within the wall and inspect inside the cavity wall to determine cause of water ingress. Chris Mo'ane of Integrated Building Consultancy has included in his report other water migration problems within this apartment so it would be prudent to have the successful tendering company to also inspect this issue and advise repair method.

It was further noted that the owner has been in contact with his insurer and is awaiting an inspection from the assessor.

H) Fire Trip Quotations for Gate fronting Gerrale Street

The following two quotations were obtained for the Gerrale Street gate to be connected to the fire panel so that it is automatically released when a fire is detected anywhere in the building allowing residents to evacuate:

D) ARC Group Pty Ltd - $2,035.00 (GST Inclusive)
E) Quorum Security Systems - $2986.02 (GST Inclusive)

After consideration, it was **RESOLVED** to accept the quotation from ARC Group for the price of $2,035.00 and once complete, arrange for Aqua Fire to connect to the Fire Panel.

I) Exterior Painting

It was noted that the painting contractor was unable to make the meeting however indicated to the building manager that he will be available the following day (3rd August 2011) to meet with any owner or committee member to discuss the remaining works and time line for completion. David Gourley undertook to meet onsite with Tradesmen On Rope Pty Ltd and the building manager to try and ensure that the painter returns to complete the works. It was noted that there is approximately $130,000.00 still to be paid to the contractor.

MOTION 3
Financial Statements

RESOLVED that the Financial Statements dated 26 July 2011 be adopted and that a special levy of $250,000.00 (Inclusive of GST) be recommended to the owners corporation to cover the cost of the proposed building works which allows was decided to ensure adequate funds are retained in the sinking fund as indicated in table below:

Current Sinking Fund as at 26/07/2011	$676,712.08
LESS Acceptance of Ganellen Asset Service Tender	$689,574.00
LESS Integrated Building Consultancy Project Mgmt	$37,926.57
LESS Exterior Painting Outstanding Costs (Approx)	$130,000.00
= Total of	-$180,788.49
PLUS $250,000.00 Special Levy	$250,000.00
Remaining Balance in Sinking Fund after above works **Note: The proposed Special Levy allows for any variations from additional works outlined in building managers report.**	$69,211.51

<u>Note:</u> The GST on the works will be claimed back. **<u>Note:</u> A further quarterly levy will be due 01/09/2011 that will inject a further $80,000.00 into the Sinking Fund.**	

MOTION 4
Review & Consideration of Building Works Tenders and Recommendations from IBC

RESOLVED that the tender from Ganellen Asset Services be recommended to the owners corporation at the forthcoming Extraordinary General Meeting to be accepted for all works outlined in the Scope of Works prepared by Chris Mo'ane of Integrated Building Consultancy for the rectification of:

A) Waterproofing of Planter Boxes, Replacement of Plants
B) Penthouse waterproofing and Retiling to Balconies of Lots 104 & 105 (Apt. C76 & C77)
C) Apartment C17, Apartment C64 and Apartment C69 Water Ingress Repairs
D) Waterproofing Common Property Roof

RESOLVED that the owner of Lot 105 be authorised to install a grey coloured tile to the balcony of his lot based on the following facts:

A) The original floor tile installed to the balcony areas of Lot 105 by the original builder (prior to the registration of the strata plan) was a similar grey colour and not that of terracotta.
B) No other unit is able to see the tiling so it does not affect the appearance of the lot or detract from the overall appearance of the building.

FURTHER RESOLVED that the owner of Lot 105 be authorised to purchase/order the floor tiling which will be credited back from the Ganellen tender (if accepted) once the owners corporation have agreed to the works.

MOTION 5
Occupational Health & Safety Report

MOTION DEFERRED UNTIL NEXT ANNUAL GENERAL MEETING - That an OH & S Report (building safety report) be prepared in respect of the common property.

MOTION 6
Amendment to Development Application - Lot 12

RESOLVED that the correspondence received from Prime Lawyers dated 1 June 2011 regarding the proposed application to amend the Development Consent for Lot 12 (Zink Bar) was and approval granted for lodgement by the owner of Lot 12.

Awning to Apartment C15 (Lot 43)

RESOLVED that the application submitted from the owner of Apartment C15 be accepted to install an external blind to the balcony of their lot subject to further clarifying information being provided.

MOTION 7
Extraordinary General Meeting

RESOLVED that the Extraordinary General Meeting be set for **Thursday, 25th August 2011** on site commencing at 6.30pm. Chris Mo'ane of Integrated Building Consultancy was duly invited to the meeting and graciously accepted the invitation to speak to all owners relating to the building works.

THERE BEING NO FURTHER THE BUSINESS, THE MEETING CLOSED AT 8.30PM

<u>Dated 9th August 2011</u>