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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, 7th February 2012 held in the offices of Strata Title Management, Mezzanine Level, 191-193 Taren Point Road, Taren Point commencing at 6.30pm.

PRESENT: Mr P Dransfield (Lot 1), Guy Arkins (Lot 12), Ms S Schembri (Lot 32), Mr G Macris (Lot 46), Mr C Beebe (Lot 54), Mr D Gourley (Lot 83), Mr R Earle (Lot 90) and Mr T Korbel (Lot 104)

APOLOGIES: Nil

IN ATTENDANCE: Mr T Conides (On behalf of Lot 21)
Mr N Bayliss (Lot 85)
Mr P Pinn (Lot 100)
Mr R Grills (Lot 105)
John Stevens of PREMIER CONTRACT CLEANING PTY LTD
Ms N Ashfield-Howell of STRATA TITLE MANAGEMENT GROUP

CHAIRMAN: Ms Ashfield-Howell

There being a quorum present the chairman declared the meeting opened at 6.33pm.

MINUTES

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meeting held 2nd August 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) KEY SAFES

A concerned Executive Committee member raised an issue that there is no emergency access available for Ambulance and other emergency services to gain access into the building in the event of an emergency, particularly after hours.

The building manager advised the committee that there is a key safe lock installed at the front intercom of the "Cecil Apartments". The NSW Ambulance Service has the code of the key safe recorded in their system so any ambulance dispatched to the complex, receives a message with the location of the key safe and access code which enables the attending officers to obtain the master swipe card to access all levels of the building.

The building manager provided details of Australian Lock Suppliers who can supply the key safes (Model GE S6 1371 - Key Safe) for the approximate cost of $46.00 each for orders of 50 or more with installation cost being $14.00 each.

It was agreed that the building manager be authorised to issue a notice to all owners & residents to determine whether there is any interest in having individual key safe boxes installed adjacent to the front door of each lot before this matter is considered further.

B) OCCUPATIONAL HEALTH & SAFETY LADDERS TO SERVICE ROOF OF A & B BLOCK

It was noted that the building manager obtained quotations for three ladders of varying sizes to be installed to service to the roof of both "A" and "B" Blocks. The quotations obtained provided for the ladders to be manufactured from galvanised steel only. It was agreed that due to the close proximity of the building to the ocean, the ladders should be made of stainless steel therefore the building manager was requested to have the quotations amended accordingly for further consideration.

C) ROOF DUCTING

It was noted that the building manager has requested Murray from Clean Air Ventilation to replace the ventilation casings before the membrane works commence on the main roof top. These exhausts are not motor driven but ventilation outlets for essential services. There are two skylights on the roof (one each for penthouses) and are showing rust points on sheet metal flashings. Murray was requested to replace these sections only as other areas of the skylight structures are in good order.

It was further noted that during the membrane upgrade the penthouse skylights will be removed to allow the membrane to cover the flashing points however these skylights will be only removed for one day.

D) REPORT BY NEWSOUND FIRE SERVICES

The report issued from Newsound Fire Services (NFS) on the recent inspection of fire services at the complex was reviewed. It was agreed that a formal review of the listed items take place on site together with the building manager, Carey Beebe, NFS and Environet Consultancy to determine the validity and priority of each reported item.

E) INSTALLATION OF FIRE TRIP CABLE (OFFICE TO B2)

It was noted that ARC Electricians have installed the fire trip cables which travels from the main fire control panel (office) to the sub fire control panel located on B2. A total of 3 cables were installed one being a spare for future use.
These fire trip cables are necessary for the event of a fire alarm being activated which trips the fob key Titan security system to open the fire doors located in the "A" block stairwells from the fire control panel located in the B2 garage area. This system also trips the Gerrale street gate to automatically unlock.

When the upgrade of the fob key system was installed in the "A" & "B" Block areas these cables needed to be installed to release the fire doors in the event of a fire alarm. This fire cable system was approved to be installed so fire doors in the "A" block could be kept secure by the use of the fob key system but trip release when the fire alarm is activated. This system allows the fire doors in "A" block a fob key entry and exit.

It was noted that the materials and labour for this installation came to $2,035.00. The building manager has now contacted Newsound Fire Services to arrange the connection of the fire trip cables to both fire control panels.

F) TV ANTENNA INSTALLATION

It was noted that upon inspecting the installation of the Wolfren membrane upon the "C" Tower roof, the existing
free to air antenna had brackets which needed to be repositioned so the membrane works could be installed. At this time, it was noticed that the existing pole was rusting and the antenna was in need of repair and or replacement in the near future.

As the installation of the Sutherland Council antenna has been completed, the building manager felt that it would seem the most sensible solution to install the new antenna upon this structure.

It was noted that there are currently two antennas, one of the "C" Tower and the other antenna located above
Opah Restaurant which services "A" & "B" Blocks. It has been suggested that one main antenna servicing both "C" Tower and "A" & "B" blocks be installed. The building manager advised that any new installation would be of the highest standard being the latest digital antennas and will incorporate a UHF antenna which will also pick up signals from Wollongong. The building manager further advised that the UHF antenna will need to be installed due to the closing down of the VHF signal for SBS Sydney region.

The building manager has arranged a representative from Matchmaster TV Reception Systems to meet onsite to discuss the requirements and consider their recommendations before they submit their quotation for the upgrade.

On another matter, the strata manager confirmed that despite a number of follow ups, the annual fee from Sutherland Shire Council of $6,000.00 had not yet been received for the annual licence of the CCTV antenna equipment.
NOTE: Payment of $6,000.00 received Thursday 9th February 2012 from Sutherland Shire Council.

G) C64 BATHROOM REPORT
It was noted that on 1st July 2011, C3 reported water entering his bedroom from the bathroom tiles. The building manager promptly arranged an extensive investigation where it was found that the hot water pipe which services about 9 apartments had a pinhole leak which was finally located in the ensuite bathroom of Apartment C64.

During the course of the investigation to locate the broken hot water pipe, damage to both bathrooms of C64 occurred. Unfortunately it was found that the tiles in the bathroom of C64 are now obsolete (no longer manufactured) and as there were no spare tiles on site, an extensive search took place to several tiling suppliers in and around Sydney in an attempt to locate matching tiles to carry out the repairs. Despite all efforts, this search was unsuccessful with no matching tiles being located.

The previous advice of the strata managing agent was that the owners corporation only had an obligation to match the tile as close as possible if the tiles were no longer manufactured however the owner of C64 insisted that the owners corporation arrange for the replacement of both bathrooms due to non matching tiles. The building manager obtained a quotation from McChun's Services Pty Ltd which came in at $8,690.00 to retile both bathrooms in C64. Further attempts have been made to resolve this matter amicably between the Executive Committee and the owner of C64 however a final resolution is yet to be determined.

The Executive Committee agreed to accept formal and final decision of the insurance assessor as soon as it is received in relation to what areas they Owners Corporation will agree to tile.

H) POWER LOSS TO GARAGES

It was noted that there was recent power outages to the garages on B1 recently whereby the circuit breaker was tripping. Upon investigation it was noticed that certain garages had fridges connected to the common power. The building manager advised that in most cases the tripping of the circuit breaker is caused by a faulty appliance connected to the power.

Over a period of week and obtaining access to the garages, testing was carried out on all the fridges to see if one of them was the cause of the power tripping out. Even though all the fridges were tested it was not determined if one of them was causing the problem.

The electrician was summons to investigate the cabling from the circuit breaker to the garages. It was found that the garage of C65 had an additional light installed and the installation had power interconnected to light to power e.g. Active power on Circuit Breaker 17 (lights) to Residual Circuit Breaker neutral (Considered Dangerous).

When this power point was used it caused the power to trip to the other garages but this power point stayed active/live because of another power source. It was noted that this has now been fixed and the cables removed to eliminate this problem occurring in the future.

I) BUILDING COMMITTEE REPORT

It was noted that works are commencing at a slow rate due to ongoing inclement or bad weather. Ganellen have submitted their 10th extension of time request to extend the practical completion out to 4th April 2012.

The building manager advised that they are now in the process of cutting in the edges which involves grinding an edge around the parapet wall so the Wolfin membrane product goes under the applied flashing. Certain concrete sections of the main roof top is now having Wolfin applied while we await the removal of the brick housing around the exhaust fans.

Approval has been given to Ganellen Building for the removal of the brick housing which will allow Select Waterproofing to continue and complete their works.

There have been a number of issues and concerns raised by members on the building committee about the works including water ingress into Apt C77 (Lot 105) which was due to the removal of the dividing wall (access point between C76 & C77). The contractor failed to weather proof the area once the demolition of the dividing wall occurred causing water to make its way in through the joins into C77.

Chris Mo'ane (Integrated Building Consultancy) visited the site on Monday 1st February 2012 along with Shane Vella (Lindenvel Group). Mr Mo'ane advised after inspecting the dividing wall that water could be entering from this area and instructed that the wall be completely removed and a temporary colour bond panel be placed over this area to stop further water penetration.

On inspecting the planter box to Apt C77 it was noticed that water was still under the existing membrane. Ganellen have been instructed to completely remove the existing membrane and apply a new membrane. A variation has been forwarded for approval prior to these works taking place.

It was also decided that the current tiles on top of the planter box be removed and after the membrane is applied it will be finished as the same rendered finish which is on Apt C76.

It was noted that the current waterproofing on both balconies has not been completed. Issues of bubbling occurred on Apt C76 and repair work had been done on these areas. Chris Mo'ane inspected the current waterproofing and advised to Shane of Lindenvel Group (Contracts Administrator) of issues in which Ganellen were to complete.

Other issues relate to:

- C77 Balcony - Levels of the applied membrane need to be adjusted to ascertain the proper applications are being done in accordance with the scope of works.
- C72 Water Penetration - A damage report was sent to the Lindenvel Group and Ganellen in regards to water penetration to Apt C72 ceiling which is directly below the non completed membrane area.
- Membrane to Apt C76 has been applied and this is where most of the bubbling was occurring.
- Not being on site during fine bouts of weather.

- Shutters blowing off to Apt C77

Ganellen have been instructed to provide written documentation from the supplier guaranteeing that the bubbling will not affect any of the works in the future.

Ganellen were also requested to provide an updated workflow schedule showing works todate, works to be completed and the completion date which was provided to all executive committee members at the meeting.

J) PRICE INCREASE REQUEST FOR PREMIER CLEANING CONTRACT

The Executive Committee approved an increase of 5% to the contract price of Premier Contract Cleaning Pty Ltd which will be incorporated into the new budget to be prepared shortly for consideration at the Annual General Meeting to be held in April 2012.

MOTION 3
Financial Statements

RESOLVED that the Financial Statements for the period 01/03/2011 to 27/01/2012 were reviewed and accepted by the Executive Committee.

MOTION 4
Building Works Update

Refer to Item I (BUILDING COMMITTEE REPORT) of Building Managers Report under Motion 2.

MOTION 5
Sinking Fund Forecast Report

RESOLVED that the Sinking Fund Forecast Report be accepted as a guide only and the recommended/suggested figures contained within the report to be incorporated into the proposed annual budget for the next financial period.

MOTION 6
Proposed Modification to Development Application - Lot 5

RESOLVED that the correspondence received from Cargo Restaurant dated 9th December 2011 regarding the proposed application to amend the Development Consent for Lot 5 (Bella Costa Restaurant) was reviewed and approval granted for lodgement.

MOTION 7
Use of Common Property Power in Basement

RESOLVED that the issue of using appliances within individual garages be incorporated in the redrafting of the by-laws whereby a common sense approach should be adopted possibility allowing certain use with restrictions.

MOTION 8
Lot 54 Garden and Bike Affixed to Common Property

RESOLVED that the owner of Lot 54 be requested to relocate the hanging bike within the garage of Lot 54, to a more suitable location.
RESOLVED that approval be granted to the owner of Lot 54 to retain garden affixed to the common balcony wall of Lot 54.

MOTION 9
Security Key Pad System

RESOLVED that the building manager be authorised to issue a notice to all owners & residents to determine whether there is any interest in having individual key safe boxes installed adjacent to the front door of each lot before this matter is considered further.

MOTION 10
Next Executive Committee Meeting

RESOLVED that the next meeting of the Executive Committee be set for **Tuesday, 27th March 2012** to be held in the Taren Point office of Strata Title Management commencing at 6.30pm.

GENERAL BUSINESS:

Date of Annual General Meeting - The 2012 Annual General Meeting is to be held on Thursday, 19th April 2012 on site at 1-3 McDonald Street, Cronulla commencing at 6.30pm.

By-Law Re-drafting Update – Noted that Ian McKnight formally of Makinson & d'Apice Lawyers changed firm's midway during the by-law re-drafting process which has regretfully, delayed the process. Ian McKnight has been contacted to take over the file and advised that he took down comprehensive notes on the requirements of the by-law redrafting which is currently still in the file at Makinson & d'Apice Lawyers. In order to uplift the file, the balance of the works carried out to date needs to be finalised with Makinson's at which time the file can be transferred to Ian McKnight, now at Grace Lawyers. Carey Beebe undertook to raise this matter with Dunstan De Souza for his advice and direction.

Exterior Painting
It was noted that the painting contractor Craig Morton, director of Tradesmen on Rope Pty Ltd had reinstated his licence however was unable to obtain the compulsory Home Owners Warranty (HOW) Insurance to cover the works.

As such, the building manager was requested to ensure that TOR refrain from attending site any further to carry out the works until such time as they have provided the strata managing agent with an original copy of the required HOW insurance certificate. The building manager was instructed to collect all security access swipes and keys back from the contractors. It was noted that TOR agreed to have all painting works completed by 31st March 2012 at the latest however without the HOW Insurance, they can not carry out the work or honour their contract.

Accordingly, it was agreed that legal advice be sought with regard to terminating the contract. It was noted that there is still approximately $130,000.00 in work outstanding. The Strata Manager was also requested to contact Brian Salisbury for advice relating to the HOW insurance issues.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.40PM