STM | STRATA TITLE MANAGEMENT
your strata care company

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# MINUTES OF EXECUTIVE COMMITTEE MEETING OF THE OWNERS CORPORATION

**MINUTES OF BUSINESS** dealt with at the
Executive Committee Meeting of the
Owners Corporation of **Strata Plan 50785**
**Held** in the Offices of Strata Title Management located on Mezzanine Level of
191/193 Taren Point Road, Taren Point
on **Wednesday, 13th February 2013** at **6.30pm**

| | |
|---|---|
| **PRESENT:** | Mr P Dransfield (Lot 1), Mr G Arkins (Lot 12), Ms S Schembri (Lot 32), Mr C Beebe (Lot 54), Mr K O'Shea (Lot 56), Mr S Jarvis (Lot 34), Mr D Gourley (Lot 83) and Mr I McDonald (Lot 97) |
| **PROXY:** | Nil |
| **APOLOGIES:** | Mr R Earle (Lot 90) |
| **IN ATTENDANCE:** | Mr R & Mrs T McCubbin (Lot 17)<br>Mr N Bayliss (Lot 86)<br>Mr J Stevens of Premier Contract Cleaning Pty Ltd<br>Ms N Ashfield-Howell of Strata Title Management (STM) |
| **CHAIRMAN:** | Ms Ashfield-Howell |

There being a quorum present the chairman declared the meeting opened at 6.35pm.

## MINUTES

**MOTION 1**
**Minutes**

**RESOLVED** that the minutes of the previous Executive Committee Meeting held on 11th December 2012 be confirmed as a true and accurate account of the proceedings at that meeting after the following amendment is made:

- Removal of Mr I McDonald recorded alongside the Chairman of the meeting which was a typographical error.

**MOTION 2**
**Financial Statements & Proposed Budget**

**RESOLVED** that the Financial Statements for the period 1st March 2012 to 4th February 2013 were reviewed and accepted.

It was noted that a number of account reallocations had taken place and the owners' funds as at 13 February were:

| | |
|---|---|
| **Administration Fund** | **$ 39,724.54** |
| **Sinking Fund** | **$490,237.43** |

**RESOLVED** that the draft proposed 2013/2014 annual budget be amended to include the following:

- Increase Administration Fund Contributions to $640,000 plus GST
- Contributions to Sinking Fund to remain at $346,340 plus GST
- Include Special Levy of $227,273 plus GST (with 0% discount) to Sinking Fund
- Increase "Maint - General Replacement" expenses to $824,235 plus GST as a result of increased costs associated with balustrading, pool fencing,

***NOTE:*** *Further amendments may be made to the budget once pricing is confirmed for the balustrading and Lot 21 gazebo repairs.*

**MOTION 3**
**Building Manager's Report**

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

- **Garden Maintenance**
  Garden report from Florascapes was tabled. S Schembri and C Beebe to meet with gardener to walk through the property to identify garden areas where improvement is required and to discuss the Executive Committee's service expectations.

- **Pool Tiling**
  Quotations were reviewed to resurface the pool and spa. It was agreed that tiling is the preferred underwater replacement. The budget allows for the amount of $142,150.00 plus GST to carry out the works including the surrounding paving to the pool and BBQ areas. Further quotations to be obtained for consideration by the EC and a motion to approve the tiling of the pool will be included on the agenda of the AGM.

- **Carpet Quotations**
  A quotation to replace the Tower common area carpets was obtained and considered. It was noted that Block B carpet has been replaced in recent years. It was agreed that Block A carpet requires replacement in the 2014 fiscal year. Carpet in the Tower is scheduled for replacement in 2015 Fiscal year. Further quotations are to be obtained for consideration by the EC.

- **Core Holes to Block A & B for Balcony Spitter Pipes**
  Building manager to obtain quotations for the installation of spitter pipes to the balconies in Blocks A & B which involves core drilling through the concrete slabs. The spitter pipes will allow a excess rainwater to drain away from the balconies

during heavy rain or when the balcony floor waste is obstructed or blocked with debris.

- **High Pressure Cleaning of Commercial Lots**
  The cleanliness of the commercial areas was reported to have improved somewhat since the last meeting except for Amodus Cafe. Strata Manager to put Amodus on Formal Notice to clean up their exclusive use and common property areas in accordance with Special By-Law 1 within 14 days.

- **Low Rise Steps Black Tape**
  The non slip black tape fitted to middle entrance stairs of A Block is working well. It was agreed that mats at the landing between Amodus and Frankies be removed and non slip tape placed in that area which is frequently wet.

**MOTION 4**
**Balcony Balustrading**

**RESOLVED** to increase the budget provision for the balustrading to $200,000.00 including GST. Further quotations to be obtained by Ian McDonald for other options.

**MOTION 5**
**Building Works**

**Building Works Update:**
It noted that despite the completion of works in A9, the owners have reported continued water ingress issues. The weep holes will be covered and the results monitored. J Stevens and I MacDonald to inspect the weep hole covers around the complex and determine appropriate course of action.

Correspondence was received on behalf of C74 owner concerning unfinished works created during exploratory works into water damage. I MacDonald undertook to inspect the apartment to recommend action.

Authorisation was granted to Ian MacDonald (builder) to supervize repairs to C75.

**Schedule of Waterproofing Works:**
Stage 1 (A9, A10, C69 & C72) works are complete. As previously mentioned however, further work to A9 is required. Stage 2 (C17 & C64) will commence 25th February 2013.

**MOTION 6**
**By-Law Review**

**NOTED** that the draft of the proposed new by-laws has not yet been received from J.S. Mueller & Co so it was acknowledged that the by-laws will not be presented at the AGM as anticipated.

It was further noted that Adrian Mueller requested an onsite inspection with the Executive Committee before his draft is finalised.

**MOTION 7**
**Consumer, Trader & Tenancy Tribunal (CTTT) Orders**

***A.*** **RESOLVED** that the advice from J.S. Muller and Co. Solicitors on the outcome of the recent CTTT ruling concerning Lot 21 was reviewed.

***B.*** **RESOLVED** to ratify the recent decision to accept the cost estimate of approximately $5,500 - $9,500 plus GST in legal costs to appeal the CTTT's recent orders concerning Lot 21.

***C.*** **NOTED** that the CTTT recently granted a stay on their orders made on 18th January 2013. A hearing to determine the appeal will be set by the CTTT. The EC has obtained a scope of works for the repairs to the lift tower/gazebo structure and is in the process of obtaining quotations for the rectification. Any further action will wait until the outcome of the appeal is known.

**MOTION 8**
**Council Clean Up**

**RESOLVED** that Sutherland Shire Council be requested to set a date for the six monthly rubbish collection and residents will be informed by the noticeboards.

**MOTION 9**
**Restaurants**

**RESOLVED** that the following matters concerning the commercial lots were discussed and the following action determined:

- **Commercial Lot Exhaust Fans**
  It was noted that Coral Air has been engaged to carry out the replacement of the burnt out exhaust fan to Amodus Café commencing 18th February 2013. It was noted that Alphabet Street roof exhaust is still to be painted to match the roofing. The strata manager is to follow this up with the lot owner.

- **RESOLVED** to ratify the recent decision to reinstate the blue tape delimiting the exclusive use areas following the removal of the deteriorated tape.

**MOTION 10**
**Section 45 Notices - Notice to Comply (NTC) with a By-Law**

***A.*** **RESOLVED** in accordance with Section 45 of the Strata Schemes Management Act 1996, that a Notice to Comply with a By-Law be served upon the occupants of Lot 2 (Shop 4 Amodus) for breach of special by-law 32.1 in relation to parking vehicles on common property without the approval of the owners corporation.

***B.*** **RESOLVED** in accordance with Section 45 of the Strata Schemes Management Act 1996, that a Notice to Comply with a By-Law be served upon the occupants of Lot 2 (Shop 4 Amodus) for breach of special by-law 32.8 in relation to depositing rubbish on common property.

***C.*** **RESOLVED** in accordance with Section 45 of the Strata Schemes Management Act 1996, that a Notice to Comply with a By-Law be served upon the occupants of Lot 87 (C59) for breach of special by-law 32.1 in relation to parking vehicles on common property without the approval of the owners corporation.

**MOTION 11**
**Annual General Meeting**

**RESOLVED** that the date of Annual General Meeting be **Tuesday, 26th March 2013 at 7.00pm** in the BBQ area at 1 McDonald Street, Cronulla.

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.55PM**