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 **Tuesday, 18th June 2013** commencing at **6.30pm**

PRESENT:	Mr S Jarvis (Lot 34), Mr K O'Shea (Lot 56), Mr R Earle (Lot 90 & 96), Mr J Farlow (Lot 91), Mr T Korbell (Lot 104)
PROXY:	Nil
APOLOGIES:	Sue Schembri, Carey Beebe
IN ATTENDANCE:	Mrs M Peoples (Lot 9), Mr D De-La-Garde (Lot 55), Mr C Lock (Lot 51), Mr D Gourley from 8.00pm (Lot 83), Mr N Bayliss (Lot 86), Mrs M Earle (Lot 90 & 96), Mr I MacDonald (Lot 97) Mr John Stevens of PREMIER CONTRACT CLEANING PTY LTD Ms Nina Ashfield-Howell of STRATA TITLE MANAGEMENT
CHAIRMAN:	Ms Ashfield-Howell

There being a quorum present the chairman declared the meeting opened at 6.30pm.

MINUTES

MOTION 1
Insurance Advice on Office Bearers Liability

NOTED – Mr Stephane Pouzet of Whitbread Insurance Brokers provided advice to the Executive Committee and answered questions on whom and what is covered under the Office Bearer's Liability Insurance Policy held with Strata Unit Underwriting Agencies. Mr Pouzet provided a recommendation that Public Liability Insurance be increased from $20,000,000.00 to $50,000,000.00 and undertook to provide a quotation for this.

Strata Manager confirmed that insurer was put on notice concerning balcony railing issue and were provided with copies of the report prepared by Chris Mo'ane of Integrated Consultancy Group. Strata manager requested to follow up to determine if a response was received from the insurer and refer to the Executive Committee.

MOTION 2
Resignations & Vacancies of Executive Committee Members

A. NOTED – All previously received resignations were retracted/withdraw and no further resignations were received from Executive Committee members.

B. NOTED – There were no vacancies currently on the Executive Committee therefore no positions to fill.

MOTION 3
Minutes

RESOLVED that the minutes of the previous Executive Committee Meeting held on 26th March 2013 be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 4
Financial Statements

RESOLVED that the financial statements for the period 1 March 2013 to 7th June 2013 be accepted subject to the following changes:

- **Administration Fund - Maint – Cleaning** - Cleaning invoices for April and May to be paid;
- **Administration Fund - Maint – Garage Doors** – MDI invoice to replace the roller door for amount of $8,770.00 to be reallocated to Sinking Fund under Maint - General Replacement;
- **Sinking Fund** – Maint Building Works – All expenses to be reallocated to Sinking Fund - Maint - General Replacement;
- **Sinking Fund** – Maint Consultants – All expenses to be reallocated to Sinking Fund - Maint - General Replacement;
- **Special Levy Income** – To be transferred to Sinking Fund.

The Strata Manager advised that all the above accounting changes were carried out prior to the meeting and provided cash at bank balances as at 18 June 2013 as follows:

Administration Fund Balance	**$175,351.69**
Sinking Fund Balance	**$629,574.23**

A copy of the amended financials to be provided to each Executive Committee Member with the minutes of the meeting.

MOTION 5
Building Manager's Report

RESOLVED that the Building Managers report was tabled and that a copy be affixed to the Minutes Book with the following additional actions determined:

- **Fire Door Replacements** – Quotation accepted from Gwando Fire Services to replace the non compliant fire doors and fire door frames to the generator room double doors, generator room entrance, loading dock entrance, A block entrance, B2 fire door opposite Hogs Breath, Fire exit doors opposite pool, fire door A block entrance and roof top fire door for total price of $18,880.00 plus GST.

- **Pool Fence Replacement** – Quotation accepted from Colourfen to replace pool fencing at price of $21,750.00 Inclusive of GST.

- **Pool Resurfacing** – John Farlow presented 3 quotations for pool resurfacing to the meeting. The quotations were obtained from Crystal Pools, Aqualine Pool Resurfacing and Fibrestyle Pool Resurfacing based on fibreglass resurfacing.

  It was agreed that the quotation from Fibrestyle Pool Resurfacing be accepted for the amount of $39,470.00 Inclusive of GST and SUBJECT to confirmation that the spa is included and SUBJECT to inspection by Neville Bayliss and John Farlow of recent comparable projects completed by Fibrestyle to determine if they are satisfied with the quality of work performed by this company.

- **A8 Water Ingress** – It was noted that A8 are on the list of apartments to be repaired by Buildsense. The committee agreed to provide Buildsense with instructions to proceed with the works to this Apartment in accordance with the scope of works and building works contract

- **A9 Water Ingress** – It was noted that A9 are experiencing further water ingress issues despite repairs already being completed by Buildsense. Lindenvel were of the view that the leak to Apartment A9 is not related to previous work done but is associated with outstanding water ingress repairs required to Apartment A8. Accordingly, Lindenvel have been seeking instructions to proceed with the repairs to Apartment A8. It was agreed that the matter be investigated further in conjunction with A8 repairs and resolved as soon as possible.

  A suggestion was raised for the owners corporation to consider installing fixed balcony roof awnings in the future to apartments within A block that do not have any covering to assist in preventing water ingress.

- **Lot 21 - Commercial Rubbish to A Block Roof** – Notice to be issued by Strata Manager giving the Operator of Opah Restaurant 21 days in which to arrange the removal of all old equipment on the roof of A block which is rusting and likely causing damage to the common property roof. If all items are not removed within the time frame, further action to be taken through the Consumer, Trader and Tenancy Tribunal. Notice is to be issued on the lot owner also.

MOTION 6
Balcony Railings

NOTED – Kevin O'Shea provided the following update on the progress of the balcony railing replacements:

- Alan Bailey of Lot 71 has carried out measurement of the balconies to quantify the requirements and has spoken to a number of sub contractors concerning the works. The matter was placed on hold to wait for the outcome of the inspection of Council records to determine whether the balcony railings complied at the time of construction;
- Margaret Earle finalised her inspection of Council records which revealed the balcony railings were signed off by Council as compliant at the completion of construction.

It was agreed that a sub committee be elected to progress the balcony railing project and provide reports or recommendations back to the committee for further discussion. The Balcony Railing Sub Committee is made up of the following owners:

1) Kevin O'Shea
2) Alan Bailey
3) Margaret Earle
4) Ian MacDonald
5) Darren De-La-Garde

Margaret Earle suggested that the Sinking Fund money raised for the Balcony railings be set aside to ensure it is not spent on other items. The Strata Manager undertook to obtain current interest rates to place the money in a term deposit and refer to the Executive Committee for a decision.

MOTION 7
Building Works

A. **NOTED** – Remaining units to be done under the Buildsense contract are A7, A8, B16, B17, B18, C17, C26, C53, C74 and C75.

B. **NOTED** – Ian MacDonald will be carrying out the repairs to C74 and C75 and will seek that they be reversed out of the contact or raised as a negative variation. Ian MacDonald confirmed he has all materials and is ready to commence the works as soon as access is made available and once complete will have Jones Nicholson Engineer assess work performed.

C. **RESOLVED** that Buildsense be instructed to commence the works to Apartments A7, A8 and C53. All remaining apartments to be left on hold at this time subject to further review by a new building works sub committee consisting of Ian MacDonald, John Farlow and Darren De-La-Garde. This sub committee to also inspect any additional water leaks identified at the complex and provide their opinion on required repair.

MOTION 8
Consumer, Trader & Tenancy Tribunal (CTTT) Orders

A. **Lot 21 Proceedings**: **NOTED** – CTTT hearing adjourned 17 June 2013. Awaiting new hearing date.

B. **Rectification of Lift Tower Structure**: Quotations have been obtained for the rectification of the lift tower structure however the Executive Committee are awaiting a decision to be handed down by the CTTT to determine who will pay for the repair.

MOTION 9
By-Law Review

NOTED that Adrian Mueller advised that he may be able to provide a first draft of the by-laws next week. Once received, Strata Manager to forward to Executive Committee for review.

It was noted that a renovation works by-law needs to be incorporated into the new by-laws to provide a clear process and terms and conditions for owners wishing to renovate their apartments. The Strata Manager confirmed this has already been requested but will follow up Adrian Mueller to ensure this is included in his first draft. Furthermore, the Strata Manager is to advise Adrian Mueller to remove Sunday as a day in which residents can move in or out of the building.

MOTION 10
Restaurants

NOTED that the walkways between Splash and Alphabet Street and the foyer in A Block is dirty. Building Manager advised he will arrange for areas to be high pressure cleaned.

MOTION 11
By-Law reaches

RESOLVED that by-law breach letters be issued to each of the 18 parking offenders detailed in a recent email issued by the Executive Committee.

MOTION 12
Section 45 Notices - Notice to Comply (NTC) with a By-Law

A. **MOTION WITHDRAWN** - 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 81 (Apt C53) for breach of special by-law 32.1 in relation to parking vehicle with registration BI14DQ 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 owner of Lot 11 (Apt A6) for breach of special by-law 32.1 in relation to parking vehicle with registration AO81PI on common property without the approval of the owners corporation.

MOTION 13
Next Executive Committee Meeting

RESOLVED that the next formal Executive Committee meeting be held on **Tuesday, 10 September 2013** at the office of Strata Title Management, Mezzanine Level, 191-193 Taren Point Road, Taren Point commencing at 6.30pm.

FURTHER RESOLVED that monthly informal gatherings/meetings also be held with the Executive Committee Members in the BBQ/Gym area at 1-3 McDonald Street, Cronulla on the following dates:

- Tuesday, 9 July 2013 – Commencing at 7.30pm
- Tuesday, 13 August 2013 – Commencing at 7.30pm

Margaret Earle kindly undertook to take minutes at these informal meetings to record which will provide an update for owners on the progress of matters.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.00PM