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, 20 January 2015** commencing at **6.30pm**

PRESENT: S Jarvis (Lot 34), J Forrest (Lot 39), C Beebe (Lot 54), K O'Shea (Lot 56), S Carruthers (Lot 79), R Earle (Lot 90), J Farlow (Lot 91), E Korbel (Lot 104)

PROXY: Nil

APOLOGIES: D De-Le-Garde

IN ATTENDANCE: R McCabe (Lot 19) & her representative P Hillen for Part of Motion 4 only
John Stevens of Premier Contract Cleaning Pty Ltd
Nina Ashfield-Howell of Strata Title Management

CHAIRPERSON: Nina Ashfield-Howell

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

MINUTES

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meeting held 28 October 2014 be confirmed as a true and accurate account of the proceedings of that meeting.

MOTION 2
Financial Statements

a) **RESOLVED** that the Financial Statements for the period 1 March 2014 to 14 January 2015 be accepted.

b) **RESOLVED** that the Strata Managing Agent and David Gourley collectively work together to prepare a proposed budget for consideration by the Executive Committee prior to presenting the budget to the Annual General Meeting. The budget is to provide for the transfer/reallocation of surplus funds from the Administration Fund to the Sinking Fund.

c) **RESOLVED** that the update on the 5 year Sinking Fund financial projections as provided are to be taken into consideration when the draft budget is prepared.

MOTION 3
Balcony Railings

It was noted that an architect is preparing photographic renditions of our building with several balustrade designs.

Once the photos are received, the Project Manager and Executive Committee will meet onsite to gain a better understanding of the project, including exactly what railings will be replaced, (in particular around the Restaurant area), and how the new railings will blend in with the building.

The photographic renditions will be circulated to the owners with estimated costings prior to the Annual General Meeting, to allow plenty of discussion beforehand and an informed decision made at the AGM based on the appearance of the building.

MOTION 4
Building Manager's Report

RESOLVED that the Building Manager's report be accepted with the following further action items determined/noted:

- **A11 Balcony Works** – The Owner of Apartment A11 (Mrs McCabe) and her representative (Ms Hillen) addressed the meeting in relation to the water ingress repairs required to that apartment associated with the failure of the balcony membrane. The owner made it clear to the Executive Committee that she is unwilling to accept a reduced scope of works and requested that the full balcony membrane and tiling be replaced in accordance with original scope of works. The owner and her representative then left the meeting to allow the Executive Committee to consider.

  The Executive Committee agreed to proceed with the full scope of works and accept the quotation from Affinity Building for the price of $27,184.00 Inclusive of GST. The Strata Managing agent was requested to inform the owner of the outcome and request that any personal belonging or items be removed from the location in or around the areas needed by the contractor to complete the repairs.

- **A8 Balcony Works** – It was noted that Affinity Building has commenced the rectification works to the balcony of A8 and works are on schedule.

- **Water Ingress:** It was noted that C76, C74, C66, B16 and Alphabet Street have reported water ingress problems which are currently in the process of repair or further investigations to determine cause of leak.

- **Non Slip Coatings to Common Walkways** – A quotation for the application of a non slip coating to external tiled areas was considered however it was agreed that the tiling first be cleaned. Sharon Carruthers undertook to obtain a quotation for the tile cleaning and refer to the Executive Committee once received.

- **Fire Doors** – It was agreed to accept the quotation from Gwando Fire Services for the amount of $8,525.00 including GST to replace the pool pump room frames and doors and the Gerrale Street fire exit doors in accordance with BCA requirements.

- **Fountain at Front Entrance** – A quotation was received from MC Waterproofing Consultants to replace the existing waterproofing membrane and tiling in the fountain for the price of $5,170.00 including GST. The Building Manager however, was requested to clarify with the contractor that their quotation includes the complete retiling of the fountain or only tiling of the waterline area as existing.

- **Expansion Joints to Pool and BBQ Area** – It was agreed to accept the quotation received from MC Waterproofing for the price of $4,290.00 including GST to replace the existing silicon expansion joints around the Pool and BBQ area with Sikaflex. It was further agreed that the works proceed after the tiles have been cleaned, probably during the Winter months.

- **Fire Services** – It was noted that the Building Manager has been in consultation with Bryan Smith (Environet) and Tom Brown (Newsound) who are in the process of finalising a spreadsheet of outstanding non compliant fire items which need to be

addressed. These items include the rectification residential unit doors, diesel pumps and valves. Once the spreadsheet is received, it will be referred to the Executive Committee at which time decisions will be made concerning the rectifications.

- **A Block Roof Repair above A11 & A12** – It was agreed to accept the quotation from received from All Shire Metal Roofing for the price of $5,990.00 including GST to replace klip lock roof over A11 and A12 which suffered corrosion to the northern sections and under the flashings.

- **Builders Store Room** – It was agreed to enclose the area on Level B2 to create a storage area for use by contractors arranged by the Owners Corporation. A quotation from Affinity Building was considered at the price of $3,641.00 however the Building Manager is awaiting one final quotation. Once received, the Executive Committee authorized the acceptance of the most competitive quotation.

- **BBQ Timber Door Replacements** – It was agreed to accept the quotation from Andrew the Handyman to remove the existing timber doors and frames to the BBQ's and replace with checker plate covers for the price of $649.00 including GST. This acceptance was subject to the checker plate covers being stainless steel, not aluminum.

- **Key Safes** – A request was received by a tenant seeking permission to install a key safe outside the building to assist access by emergency services in the event the occupant is unable to open their front unit door.

  The Executive Committee determined that the approved design for the key safe was the Master Lock Wall Mounted Key Safe. The Building Manager was requested to purchase 10 key safes and store them on site for resale back to owners wishing to install the device.

  It was agreed that keys safes for any units be approved upon application however strictly subject to use of the approved design and mounting position.

  It was further agreed that two Master Lock key safes be installed externally to both entrances at the complex for the use by emergency services when required.

- **Pest Spray Treatment** – It was agreed that an alternative pest control service provider be engaged on a trial basis, to carry out a further pest control treatment to the garbage chutes on each level and the garbage chute in the basement.

- **Lift Maintenance Contracts** – It was agreed that Lift maintenance contracts for each of the lifts on site be put out to tender prior to expiry of the current contracts.

MOTION 5
Building Works Protocol

It was noted that the original draft building works protocol has been amended however is yet to be finalized by John Forrest and John Stevens. This matter will be reviewed again at the next Executive Committee meeting.

MOTION 6
Garden

It was noted that quotations were solicited from four garden maintenance for garden revitalization and ongoing maintenance.

Based on a number of factors, it was agreed that the services of the existing gardener (Florascapes) be retained.

Florascapes have provided an estimate of around $30,000.00 to upgrade all garden areas over the next two year period which will be in addition to their current maintenance charges. The costs of this upgrade will be factored into forthcoming proposed budgets.

MOTION 7
Restaurants

It was noted that a meeting between the Representatives of the Commercial Lots and Residential Lots will be held by the end of January 2015 to attempt to negotiate an agreement concerning the including establishment of a loading zone policy for commercial vehicles on B2.

Other matters relating to the commercial lots are noted as follows:

1. An employee of South Swell was recently seen disposing of a large number of glass bottles filling the Low-rise Residential recycling bins. The Strata Managing Agent was requested to write to South Swell to prevent further occurrences of this kind.
2. Alphabet Street, Giro, Splash and South Swell continue to keep their rear doors open onto common property walkways shared with residents. The Strata Managing Agent was requested to write to each of these restaurants and request their rear doors to remain closed when not in use, in accordance with the relevant By-law.

MOTION 8
Quarterly Licence Fee under Special By-Law 42.5

A. It was noted that a meeting between the Representatives of the Commercial Lots and Residential Lots will be held by the end of January 2015 to attempt to negotiate a sensible and reasonable agreement concerning the licence fee under Special by-Law 42.5.
B. **RESOLVED** that the current licence fees for the period 1 December 2014 to 28 February 2015 be deferred.

MOTION 9
Lot 21 Opah Restaurant Awning Proposal

The Lot 21 owner was invited to the meeting, but was unable to attend due to the holiday period.

RESOLVED that consent be given to Lot 21 owner for them to make application to Sutherland Shire Council for their proposed awnings, with temporary erection permitted under deed with money held by the Owners Corporation in trust.

The following was agreed:

1. John Forrest and Kevin O'Shea be delegated the full authority to act on behalf of the Executive Committee during negotiations with the owner of Lot 21 in relation to the current debt recovery proceedings.
2. John Forrest be authorized to instruct Grace Lawyers to lodge a STAY on the current debt recovery proceedings against the owner of Lot 21 pending negotiations.
3. Lift maintenance contract of lift adjacent to Lot 21 to be put out to tender on expiry of the current contract.

MOTION 10
By-Law Review

It was noted that the Executive Committee are reviewing the second version of revized by-laws recently received from Adrian Mueller of JS Mueller and Co Solicitors.

MOTION 11
By-Law Breaches

No further breaches of by-laws were reported.

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

RESOLVED that in accordance with Section 45 of the Strata Schemes Management Act 1996, a Notice to Comply with a By-Law be served upon the occupants of **Lot 32** (**Apartment C4**) for breach of special by-law 32.1 in relation to continued parking of vehicles on common property without the approval of the owners corporation despite repeated requests to cease.

MOTION 13
PRIDE Update

It was noted that the PRIDE Team were continuing to work on projects throughout the complex. The following is a list of recent works being carried out by volunteer members:

- Clearing of rubbish from around the perimeter of the complex continues to happen most days.
- Hosing when needed.
- Walls cleaned in the walkway tunnel from the Loading Dock to the Lifts

Future works to be carried out are:

- Patch up the holes in the concrete uprights around the pool fence that relate to the old fence.

MOTION 14
Date of Annual General Meeting and Next Executive Committee Meeting

RESOLVED that the Annual General Meeting be held on **Tuesday, 21 April 2015** in the BBQ Area of 1-3 McDonald Street, Cronulla commencing at 7.00pm.

RESOLVED that the next Executive Committee Meeting be held immediately following the Annual General Meeting.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.23PM