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, 10 February 2016** commencing at **6.30pm**

PRESENT:	S Jarvis (Lot 34), D Oliver (Lot 30), M Bright (Lot 41), C Beebe (Lot 54), D De-La-Garde (Arrived 7.22pm - Lot 55), K O'Shea (Lot 56), S Carruthers (Lot 79)
PROXIES:	Nil
APOLOGIES:	R Earle (Lot 90 & 96), David Gourley (Lot 83)
IN ATTENDANCE:	C Lock (Lot 51), N Bayliss (Lot 86) 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 6.32pm.

MINUTES

MOTION 1
Minutes

RESOLVED that the minutes of the previous Executive Committee meetings held 4 November 2015 be confirmed as a true and accurate account of the proceedings of that meeting.

MOTION 2
Financial Statements

RESOLVED that the Financial Statements for the period 1 March 2015 to 3 February 2016 be accepted.

MOTION 3
Balcony Railings

The following update on the progress of the balustrading project was noted:

1. Installation of balustrade for C28 was completed.
2. A meeting between the Project Management Team, the Contractor and the Chairman has been scheduled for the morning of Friday 19th February at 7:30am to inspect and comment on the works.

3. An open house to be scheduled in the coming week to allow owners to view the completed balustrade and allow a list of any concerns to be raised and addressed. Tentative date set was Saturday 20th February 2016 however this date is yet to be confirmed. All owners will be notified once date is confirmed.
4. Following the inspection/viewing the project team requires instruction from the OC on whether to proceed with final measurements of the remaining units in order to place the main order of materials.
5. A BCA Consultant has been engaged to undertake a review of the proposed design documentation, carry out site inspections and to provide a Completion Certificate confirming that the works comply with the BCA.
6. Works on C13 were not able to be completed because of breakage of one curved glass panel which has been re-ordered.
7. Australian Lifting & Safety have been engaged to supply, install & certify the anchor points for harnessed works.
8. The Safe Working Method Statement will be discussed on site on Friday 19th February, 2016 and coverage for any dropped or falling materials to be determined.
9. Area for storage of materials yet to be finalised and confirmed.

MOTION 4
Building Manager's Report

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

- **Water Issues - C76 & C77** – Investigations have been conducted and report on the progress of the repair to resolve the water ingress affecting Apartments C76 & C77 is yet to be received by the contractor.

- **Garden beds below Pool Area and in lower courtyard** – Building Manager to obtain a quotation for Vandex BB75EZ, a high strength membrane to be applied to the exterior of affected garden walls to contain the moisture. Once received, the quotation is to be referred to the Executive Committee for a decision to be made electronically. It is proposed to trial repairs to the garden beds surrounding the Tower entrance, which will then be monitored over a 6 month period and if proven successful other affected beds to receive the same treatment.

- **Archway inside to Gerrale Street gate** – A contractor has been engaged to investigate cause of cracking and provide recommended repair method.

- **Unauthorised Use of Common Power** – It was recently discovered that certain commercial operators had commercial appliances connected to the common house power within their garages. The circuits were being overloaded, resulting in loss of power to the residential garages. To resolve this, the Building Manager arranged an electrician to disconnect the common power in the commercial garages.

- **Commercial Equipment on Roof –** It was noted that a number of pieces of unused equipment items remain on the roof and causing damage to the roof sheeting. This issue is to be addressed with the commercial operators on 18 February 2016.

- **C66 South Facing Window** – Neil's Glass are scheduled to replace the window to Apartment C66 within a fortnight. Neil's Glass are also to inspect and replace the seals to affected windows to Apartment C51 at the same time the window to C66 is replaced.

- **Apartment B17 Planterbox** – Water is penetrating from the planterbox to Apartment B17, possibly due to large plant which appears to have outgrown the planterbox. Quotations pending.

- **Diesel Sprinkler Pump B2** – It was noted that work has been carried out on the diesel sprinkler pump on B2 and some valves are to be replaced before the work is considered complete.

- **Hydrant System Testing** – Newsound Fire Services have submitted a quotation for the amount of $8,713.10 including GST to carry out the compulsory 5 yearly Hydrostatic pressure test on the entire hydrant system. Building Manager to obtain a second comparative quotation from Amber Fire. Once received, both quotations are to be referred to the Executive Committee for a decision to be made electronically.

MOTION 5
Building Works Protocol

The draft '*Renovation Application Process/Form*' prepared by the Strata Managing Agent will be reviewed by Carey Beebe and John Stevens, then uploaded to the Cote website for immediate use by owners wishing to apply to undertake any work within their units which may impact on common property or the amenity of residents.

MOTION 6
Commercial Lots

It was noted that the Sharen Carruthers and Stephen Jarvis undertook to meet with the commercial lot owners on Thursday, 18 February 2016 to review the terms of the quarterly licence fee under Special By-Law 42.5 and discuss the following matters of concern:

- Overnight parking on B2 tarmac.
- Use of common property electricity within the garages.
- Decaying obsolete equipment on roof.
- Smoking on common property.
- Illicit fire hose usage, bin washing, and depositing of rubbish on common property.
- Removal of A frame signage.
- Rear kitchen doors being left open.
- Splash Patrons (including consumption of alcohol) beyond exclusive use area.

It was further noted, that the Strata Managing Agent undertook to follow up Tony Tartak, owner of Opah Restaurant and finalise negotiations regarding the commercial rental of the common area adjacent to Lot 21.

MOTION 7
By-Law Review

It was noted that the revised version of the by-laws prepared by J.S. Mueller & Co. Lawyers are still under review therefore will not be finalized in time for consideration at the 2016 Annual General Meeting.

It was further noted that under the proposed new strata legislation (set to take effect in mid to late 2016), the Owners Corporation are required to review their existing by-laws within the first 12 months. Accordingly, the Executive Committee agreed to ensure compliance with the timeline requirements of this new legislation.

MOTION 8
MYBOS Building Management Software Proposal

It was noted that all the data is currently being entered into the MYBOS Building Management Software therefore will be operational shortly.

MOTION 9
By-Law Breaches

By-Law breach concerns were raised in relation to the following matters:

- The Splash awning and the timber platform of Giro were noted to be both in poor condition and in need or repair/replacement. It was noted that the Strata Managing Agent recently issued instructions to the commercial owners to have these items resolved.
- A Section 45 Notice (Notice to Comply with a By-Law) was recently issued to the occupants of Apartment A5. The Strata Managing Agent was requested to provide a copy to the Executive Committee.
- Strata Managing Agent was requested to write to the owner of C44 and instruct that the unauthorized awning installed to that apartment be removed as it is not in keeping

with the architectural colour scheme throughout the complex and was erected without permission.

- The Executive Committee undertook to speak with the owner of C45 in relation to the poor condition of their existing awning, which was installed under approval by the previous owner.

MOTION 10
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 2** (**South Swell**) for breach of special by-law 32.1 in relation to parking vehicles on common property without the approval of the owners corporation previous requests.

MOTION 11
PRIDE Update

It was noted that the PRIDE Team were continuing to work on projects throughout the complex for the benefit of all owners and occupants. Recent projects completed include disposal of ewaste, removal of graffiti and stickers, cleaning of two mouldy A block window boxes, replacement of the rusted screws holding the aluminum wall protector behind the bins in the loading dock, cleaning of the walls in the walkway to the Loading Dock, removal of rubbish from gardens.

It was further noted that the Pride Team meet on the 1st Monday of each month at 10.30am for a couple of hours. A notice will be placed on the notice boards and website to invite any interested owners to join the Pride Team for future projects.

MOTION 12
Date of Annual General Meeting and Next Executive Committee Meeting

A. **RESOLVED** that the date of the Annual General Meeting be held on **Monday, 11 April 2016** in the BBQ area of 1 McDonald Street, Cronulla commencing at 7.00pm

B. **RESOLVED** that the next Executive Committee Meeting be held on **Monday, 11 April 2016** in the BBQ area of 1 McDonald Street, Cronulla commencing immediately following the AGM.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.25PM