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
Strata Plan No 50785
Held in the Office of Strata Title Management
Located **Mezzanine Level, 191-193 Taren Point Road, Taren Point** NSW 2229
On **Wednesday, 6 July 2016** commencing at **6.30pm**

PRESENT:	S Jarvis (Lot 34), M Bright (Lot 41), K O'Shea (Lot 56), E Thompson (Lot 67), S Hansen (lot 72), S Carruthers (Lot 79), D Gourley (Lot 83)
PROXIES:	Nil
APOLOGIES:	D Oliver (Lot 30), C Beebe (Lot 54)
IN ATTENDANCE:	N Bayliss (Lot 86) John Stevens of Premier Contract Cleaning Pty Ltd Nina Ashfield-Howell of Strata Title Management
CHAIRPERSON:	Nina Ashfield-Howell

MINUTES

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

CONFIRMATION OF RECORDS

MOTION 1	***Minutes***
RESOLVED that the minutes of the previous Executive Committee Meeting held 11 April 2016 be confirmed as a true and accurate account of the proceedings at that meeting.	

MATTERS ARISING FROM PREVIOUS MINUTES

MOTION 2	***Matters Arising from Previous Minutes***
There were no matters arising from the previous minutes.	

FINANCIAL MATTERS

MOTION 3	***Financial Statements***

RESOLVED that the financial statement of accounts for the period **01/03/2016 to 27/06/2016** as presented, be adopted.

The Sinking Fund expenditure and cash flow projections for the next 5 years were also reviewed and it was agreed to put a question mark on certain projects pending the outcome/cost of the balustrading replacement project. The Treasurer undertook to update the report and re-issue to each committee member.

BALUSTRADING REPLACEMENT PROJECT

MOTION 4	***Replacement of Balcony Railings***

The status of the balcony replacement works was discussed.

The following update on the progress of the balustrading project was provided subsequent to the meeting:

- Balustrade installations have now occurred on Terrace Block A Units A3, A4, A9 and A10
- Balustrade installations currently in progress include Terrace Block A Units A5, A6, A11 and A12
- Balustrade installation works still to be undertaken on Terrace Block A include Units A1, A2, A7 and A8 which are being impacted by the current inclement weather
- Measuring and fabrication of the remaining Terrace Block A and B balustrading is occurring on site and is progressing when installation work is impacted by inclement weather
- Terrace Block B will commence on completion of Block A
- Tower Block C will follow Block B and is contingent on glass delivery and acceptance by the Superintendent. At this time glass is expected on site mid to late July 2016
- Commercial Lots will commence once glass has been ordered and delivered to site. This is contingent on the agreement between the Owners Corporation and the Lot owners/ tenants of Zinc and Opah where the additional height glass is required. Strata Managing Agent to obtain cost for difference to raise height of glass balustrading to Opah and Zink to 1.8m and refer back to Opah and Zink for their agreement to cover the additional cost.
- Glass delivery for the Tower Block C is imminent. Acceptance by the Superintendent will be contingent on an inspection once delivered to site
- Payment for the glass will be required once the Superintendent has advised the Owners of acceptance of the materials
- The installation program is being affected by the run of inclement weather. This is being mitigated by Feenix reassigning resources to fabrication in the basement

BUILDING MANAGEMENT

MOTION 5	***Building Manager's Report***

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

1. **Case 4 - Gerrale Street Front Entrance –** Quotation from Affinity Building has been accepted to apply moisture barrier to peeling walkway wall and repaint for price of $3,511.20 including GST.
2. **Case 5 - Beams to A & B Block Gerrale Street Entrance –** Quotation from Affinity Building has been accepted to repair the extensive rusting to the architectural cross beams for the price of $3841.20 including GST.

3. **Case 7 - False Fire Alarm A Block –** After a recent spate of false fire alarms being triggered in the low-rise buildings, Newsound Fire Services have recommended the installation of an addressable fire system to detect the exact location of the faulty smoke alarm or thermal detector. This will minimise the cost of False Alarm Fees being charged by the Fire Brigade. In the first instance, it was agreed to replace one of the detectors and get the remaining detectors checked, assessed and replaced if necessary and quotations requested for a fully addressable system.
4. **Case 12 - C27 Entry Doors –** Repair of doors on hold pending further investigations.
5. **Case 25 - C55 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry into main bedroom and under balcony doors in living areas during the severe storm and driving rain. It was noted that this was the first time water ingress has been experienced in the main bedroom. It was agreed to monitor. No further action required at this time.
6. **Case 26 - C77 Water Ingress from Storm (East Coast Low 5/6/16) -** Water entry due to severe storm and driving rain. Weep hole covers are being installed to prevent rain gaining access into the cavity wall.
7. **Case 29 - C2 Water Ingress from Storm (East Coast Low 5/6/16) –** Several water entry issues have been experienced through the sliding doors. Affinity Building recommended upgrading the sliding doors to commercial doors at cost of around $14,000 plus GST. It was agreed that the Building Manager obtain a firm price from Affinity Building and a second comparable quotation for consideration by the committee and proceed should the best cost/solution be around $14,000.00 plus GST.
8. **Case 30 - C70 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry into bedroom through external wall via the weep hole. Affinity Building has been engaged to install weep hole covers.
9. **Case 31 - C40 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry into bedroom through sliding doors. Agreed to leave as is and monitor.
10. **Case 32 - C76 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry due to build up of water in cavity, not draining away. Ganellan Builders have been onsite to clean out and cut weep holes to the drainage point. Weep hole covers will be installed shortly.
11. **Case 40 - C71 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry through sliding doors. Affinity has been engaged to assess and repair.
12. **Case 59 - C69 Water Ingress from Storm (East Coast Low 5/6/16) –** Water entry into lounge room and bedroom. Rain appears to be coming through sliding door weep holes and over the sliding door track system. Further investigation required.
13. **Case 33 - Metal Structure to C76 & C77 –** Rust is appearing to metal structure to C76 & C77. Affinity Building is in the process of quoting on the repair. Quote is pending along with Block B.
14. **Case 42 - Palm Pruning –** The 4 Phoenix palm trees have been trimmed recently. Building Manager was requested to contact Sutherland Council to request the pruning of the palm trees on the nature strip.
15. **Case 54 - Door Hinges & Pins-** C3 hinge pins were replaced and hinges cleaned. All residential doors will need similar work performed to replace rusted hinges and pins. In the first instance, it was agreed to get all unit entry hinge pins to be replaced and hinges cleaned on one full level (tower level 6) then assess scope and cost involved prior to arranging work to be carried out to all remaining doors.
16. **Case 48 & 60 - Annual Fire Safety Statement (AFSS) – Emergency Lighting –** FMD electrical contractors have been engaged to complete the replacement of failed emergency lighting as detailed in the recent fire inspection defect report.
17. **Case 65 - AFSS – Fire Doors –** A work order has been issued to commence the repairs to the common area fire doors as recommended by Environet. However due to some inconsistencies, Environet has been requested to carry out an inspection and review of the apartment fire entry door defects as listed by Newsound.
18. **Case 61 - AFSS – Portable Fire Extinguishers –** Newsound have been engaged to repair/replace failed extinguishers as detailed in the recent fire inspection defect report.
19. **Case 62 - AFSS – Hose Reel Systems –** Building Manager to work order to repair fault detected for price of $73.70 including GST.
20. **Case 57 - AFSS – Stair Pressurisation System –** The quotation from Coldrae for the amount of $5,995.00 including GST has been accepted to install two speed controllers and pressure sensor located on level 5 stairs.
21. **Case 63 - AFSS – Hydrant Landing Valves –** The quotation from Newsound Fire Services has been accepted for the amount of $8,338.00 including GST to replace 28 hydrant landing valves and conduct a 5 yearly hydrostatic pressure test as detailed in the recent fire inspection defect

report.

22. **Case 64 - AFSS – Automatic Fire Detection & Alarm System –** The list of faulty smoke and thermal detectors to common areas have been approved for replacement at cost of $1,914.00.
23. **Case 56 - Connection to Back up Generator –** Power will be off on Monday, 11th July 2016 for 6-8 hours to allow maintenance to generator. All residential and commercial occupants have been notified. FMD electrical contractors will connect the common area roller shutters in the B1 and B2 car park as well as connecting back up power to the office so security system is in place for price of $2090.00 inc GST.

Additional matters action items raised at the meeting, were a follows:

24. **Broken Paver to Pool Area –** Building Manager undertook to arrange for the replacement of the broken paver to pool area.
25. **Broken Tiles in Front of Zink -** A few tiles have been replaced in front of Zink.
26. **Building Manager Reports –** Future reports to be provided to the committee 24 hour prior to the meeting.
27. **Contents Insurance –** The Strata Managing Agent is to remind and recommend to all owners to take out their own contents insurance policy to protect their contents such as carpet, blinds, paint which is not covered under the building insurance policy. A copy of this information notice is also to be uploaded to MYBOS.
28. **Building Works/Renovations –** The Strata Managing Agent is to write to all owners to advise them of the new renovation application form that owners must complete to seek approval to undertake works within their lots. A copy of the form is also to be uploaded to MYBOS.
29. **Modification and Additions By-Law –** A copy of the new registered by-law recently passed is to be uploaded to MYBOS system to make available to owners.

MOTION 6	***MYBOS Building Management Software***

It was noted that the Building Manager has completed the majority of data entry in the MYBOS Building Management Program however is yet to finalise all the required fields. Sandra Hansen and Michelle Bright undertook to assist the Building Manager in entering the remaining data into the system.

The Building Manager provided positive feedback on the functionality of the system and confirmed it is almost fully operational. The Strata Managing Agent was requested to notify all owners of the new system, its functions and how it operates.

SAFETY COMPLIANCE

MOTION 7	***Work, Health and Safety Inspection***

1. It was noted that the Work, Health and Safety inspection is due to be carried out in the coming weeks therefore there was no report to review at the meeting. The report will be reviewed at the next meeting whereby appropriate action concerning any hazards identified will be determined.
2. The Building Manager was requested to prioritise the replacement of the step treads/strips to A Block and the stairs from low-rise to the loading dock.
3. A concern was raised over bikes hanging from sprinkler pipes in the garage of C26 and whether this breaches any fire related code/regulation.

MOTION 8	***Child Safety Window Restrictive Devices***

It was noted that firm quotations are still pending for the installation of appropriate window restrictive devices however the cost is expected to be around $20-$30 per device. The Building Manager is in the process of quantifying the number of windows requiring these window restrictive devices and will report back to the Executive Committee once the quotations are received.

It was further noted that the quotations will need to include a provision to provide photos of the installed devices and a certificate of compliance, once complete.

COMMERICAL LICENCE FEE

MOTION 9	**Commercial Licence Fee**

It was noted that that Sharen Carruthers and Steve Jarvis will be arranging to meet with the owners/occupants of the commercial lots in the coming weeks on behalf of the owner's corporation to attempt to negotiate a resolution of an acceptable quarterly amount for the exhaust/grease trap commercial licence fee payment. The outcome of this meeting will be provided to the Executive Committee once held.

APPLICATIONS

MOTION 10	***Applications for Renovations***

It was noted that there were no current applications to be reviewed.

BY-LAW COMPLIANCE

MOTION 11	***By-Laws***

1. **RESOLVED** that the Strata Managing Agent write to the occupants of Lot 85 (Apt C57) to remind them of their responsibility to keep their garage door closed when not in use in accordance with Special By-Law 37.2.

2. **RESOLVED** that a draft by-law be provided to the Executive Committee to consider putting forward to the next General Meeting to make individual owners responsible for the payment of insurance excess for claims made on the building insurance policy that affects only their lot property.

3. **RESOLVED** that the owner of C27 be provided with 21 days in which to provide the finalised by-law relating to unauthorised renovation works to his apartment for consideration by the Owners Corporation at a general meeting. Should the owner fail to meet this request, an application for an order is to be lodged at the NSW Civil and Administrative Tribunal (NCAT).

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 37.2 in relation to keeping their garage door wide open when not in use despite warning not to do so, which is jeopardising the security for neighbouring garages.

MOTION 13	***Move In and Out Procedure***

MOTION DEFERRED TO THE NEXT MEETING - *That the current 'Move In and Out' procedure be reviewed and refined.*

PRIDE UPDATE

MOTION 14	***Pride Update***

Neville Bayliss, representative of the PRIDE volunteer group provided an update confirming that the Pride Group completed the following tasks during the month of June 2016:

- Removal of rubbish from perimeter of complex
- Scrubbed and cleaned pavers in common area in front of most restaurant walkways
- Assisted in clean up of common areas following the biggest storm in the complex's history

NEXT EXECUTIVE COMMITTEE MEETING

MOTION 15	***Next Executive Committee Meeting***

RESOLVED that the next formal Executive Committee Meeting be held on **Wednesday, 5 October 2016** in the Office of Strata Title Management commencing at 6.30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.30PM