STRATA TITLE MANAGEMENT
your strata care company
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MINUTES OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION

MINUTES OF BUSINESS dealt with at the Strata 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, 18 January 2017** commencing at **6.30pm**

PRESENT: D Oliver (Lot 30), S Jarvis (Lot 34), M Bright (Lot 41), C Beebe (Lot 54), K O'Shea (Lot 56), S Hansen (lot 72), S Carruthers (Lot 79), D Gourley (Lot 83)

PROXIES: Nil

APOLOGIES: E Thompson (Lot 67)

IN ATTENDANCE: N Bayliss (Lot 86)
J & B Crewes (Lot 99)
Daniel Goodwin of Strata Title Management

CHAIRPERSON: Daniel Goodwin

MOTION 1	***MINUTES***	***ACTION: NIL***

RESOLVED that the minutes of the previous Strata Committee Meeting held 5th October 2016 be confirmed as a true and accurate account of the proceedings at that meeting.

MOTION 2	***MATTERS ARISING FROM PREVIOUS MEETING***	***ACTION: NIL***

Motion 6 – Mybos Software
It was noted that the system is still not being used to its full potential. This is a work in progress and more features will be used over time.

Motion 7 – Umbrella Bases
Further umbrella bases were purchased and the new arrangement seems to be working well.

Insurance Quotes

The Strata Committee ratified their decision made at an earlier informal gathering to proceed with the quote from Chubb for building insurance

All other matters arising from the previous meeting were covered in the building report update (Resolution 6)

MOTION 3	***FINANCIAL STATEMENTS***	***ACTION: STM to action***

RESOLVED that the Financial Statements for the period **01/03/2016 to 31/12/2016** be accepted.

The Treasurer recommend to the Committee that the financials as at 31/12/2016 be adopted, noting that:

- both funds continue to operate within budget and should continue so for the remainder of our fiscal year, even given increased expenditure related to fire certification, increased electricity charges + increased water usage
- regards to our Administration Fund:
  *insurance changed to Chubb for a considerable saving
  *likely that we will look to propose a further $100K be transferred to the Capital Works Fund at our next AGM
- regards to our Capital Works Fund:
  *balustrading project is behind schedule, so expenditure paid here is under budget - funds remain available - $500K (lifted from $400K) is in a new term deposit
  *general works expenditures are also under budget – our main focus is to complete the balustrading works, and
  *propose that we update our Capital Works Fund 10 year plan & 15 year forecast, and engage Solutions IE (current provider Leary and Partners, which I am not happy with, have quoted $2,100 GSTI & Solutions IE have quoted $1,538 GSTI and will perform an onsite visit)

It was further noted that savings had been made in water rates (however usage was increased – currently investigating) and decreased insurance costs.

The quote from Solutions IE for a new Capital Works fund was approved.

MOTION 4	***ARREARS REPORT***	**ACTION: STM to action**

a) RESOLVED that the arrears report be tabled and accepted.

The Managing Agent was requested to include the aged balance report (showing period overdue) for future meetings.

b) The Email from the owner of Lot 55 (dated 5th January 2017) concerning the additional costs payable by the owner for the replacement of the fire door to the lot was tabled. The Managing Agent is to provide more information concerning the extra $870 that was added to the owner ledger, and the Chairman is to discuss the outstanding amount with the owner in an effort reach a resolution.

The proposed by-law for the renovation was also tabled as well as the Strata Committee's suggested amendment. The amendment was approved, subject to confirmation from JS Mueller that they were also satisfied with the wording.

MOTION 5	BALUSTRADING REPLACEMENT REPORT	ACTION: Various (see below)

An update on the progress of the balcony railing replacement project (managed by Davis Langdon) was provided. The fee variation is $4373 per month Oct to Dec 2016, $5500 per month Jan to Mar 2017, and $7000 per month after Apr 2017, all GST exclusive. These rates were agreed in 2014 and have remained fixed since then. The Treasurer is to allow for an additional $20,000 cash flow for this expenditure.

It was agreed that the Managing Agent follow up with the commercial owners for their agreement for payments for the additional cost for works affecting their lots.

MOTION 6	BUILDING MANAGEMENT REPORT

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

1. **B17 Water Penetration –** It was noted that Affinity Building contacted and will inspect although on initial inspection seems that sliding door has failed as evidence of others in building.
2. **Metal structural on unit C76 and C77** – It was noted that George Walker was to be requested to provide a price. Also awaiting a quote from Affinity.
3. **B17 Planter Box** – Currently awaiting quotations for the re-membraning of the planter box using cosmofin sheet membrane.
4. **Bollard Lights loading dock –** Works are currently in progress to replace the lights located on the bollard in the loading dock.
5. **Fountain Front Entrance Float Switch** – Discussed whether a timer should be installed for water entering the fountain basin, but it was decided that a better float switch should be sourced.
6. **Child Safety Locks –** It was agreed to proceed with the quote from Child Safety Lock for the following rates:

   Venlock/Aluminium keyed lock for double hung and sliding windows: $30+gst
   Awning cable keyed lock: $40+gst
   Window winder restrictor: $55+gst

7. **Addressable Fire Alarm System A & B Block, & C Tower –** It was noted that works are scheduled to be completed by Friday 27th January.
8. **Balcony Sliding Doors C2, C40, C69, C71 -** It was noted that Neils Glass was awarded the job, however upon installation it was found that additional works may be required due to membrane issues on the balcony. A structural engineer has been consulted for water and wind rating requirements. Installation is planned for February.
9. **Grease Traps –** It has been suggested that the Owners Corporation take control over the grease traps and become the client for Sydney Water. This would give the OC the authority to increase the pump out of the grease trap pits which would help keep control of the smell in the building. The Building Manager is in the process of contacting Sydney Water to see if this is possible. The current grease traps have maintenance planned for the lids and applying grease to help seal the pits.

APPLICATIONS

MOTION 7	Applications for Renovations

The application from the owner of C58 (lot 86) was tabled for approval in principal. The application was approved by the Strata Committee.

There were no other applications tabled.

MOTION 8	***BYLAW COMPLIANCE (Lot 105 -Noise)***	

a) RESOLVED that the Strata Committee is satisfied that the owner/occupier of lot 105 (Unit C77) has contravened by-law 31 registered with Strata Plan 50785 for creating excessive noise; AND

The Strata Committee instructs STM to issue a Notice to Comply with a By-Law pursuant to Section 146 of the Strata Schemes Management Act 2015 to the owner/occupant of Lot 105 seeking compliance with the strata scheme's by laws, in particular, by law 31.

b) RESOLVED that should the owner/occupier of Lot 105 continue to contravene by-law 31 the Strata Committee authorise STM the power to apply to NCAT after having been served the Notice to Comply.

MOTION 9	***BYLAW COMPLIANCE (Lot 65 -Garage Door)***

a) RESOLVED that the Strata Committee is satisfied that the occupant of lot 65 (Unit C37) has contravened by-law 37.2 registered with Strata Plan 50785 for not keeping the garage door closed; AND

The Strata Committee instructs STM to issue a Notice to Comply with a By-Law pursuant to Section 146 of the Strata Schemes Management Act 2015 to the occupant of Lot 65 seeking compliance with the strata scheme's by laws, in particular, by law 37.2.

b) RESOLVED that should the occupant of Lot 65 continue to contravene by-law 37.2 the Strata Committee authorise STM the power to apply to NCAT after having been served the Notice to Comply.

MOTION 10	***BYLAW COMPLIANCE (Lot 8 -Parking on Common Property)***

a) RESOLVED that the Strata Committee is satisfied that the occupant of lot 8 (Unit A3) has contravened special by-law 32 registered with Strata Plan 50785 for overstaying the two-night limit in visitor parking; AND

The Strata Committee instructs STM to issue a Notice to Comply with a By-Law pursuant to Section 146 of the Strata Schemes Management Act 2015 to the occupant of Lot 8 seeking compliance with the strata scheme's by laws, in particular, by law 32.

b) RESOLVED that should the occupant of Lot 8 continue to contravene special by-law 32 the Strata Committee authorise STM the power to apply to NCAT after having been served the Notice to Comply.

MOTION 11	***BYLAW COMPLIANCE (Lot 2 – Breach of Trading Hours)***

a) RESOLVED that the Strata Committee is satisfied that the owner/occupier of Lot 2 (Shop 4) has contravened special by-law 34 (unlawful use of lot) and special by-law 42 (by-laws applicable to Commercial Lots) registered with Strata Plan 50785 for breaching approved trading hours and noise; AND

The Strata Committee instructs STM to issue a Notice to Comply with a By-Law pursuant to Section 146 of the Strata Schemes Management Act 2015 to the occupant of Lot 2 seeking compliance with the strata scheme's by laws, in particular, by laws 31.1 , 34.1, 34.2, 42.7b and 42.12.

b) RESOLVED that should the owner/occupier of Lot 2 continue to contravene by-law 34 or 42 the Strata Committee authorise STM the power to apply to NCAT after having been served the Notice to Comply.

MOTION 12	***Move In and Out Procedure***

RESOLVED that the Sub-Committee be re-established and that they report back to the next meeting with any suggestions for changes to the current procedures.

PRIDE UPDATE

MOTION 13	***PRIDE Update***

An update was provided by Neville Bayliss of the PRIDE volunteer group. It was requested that chemicals not be used on the lawn (as recommended by the gardener).

Neville Bayliss advised that he would be standing down as leader of PRIDE. A vote of thanks was the given to Neville as well as all of the other PRIDE volunteers.

COMMERCIAL LOTS

MOTION 14	**Commercial Lots**

It was agreed that the Committee approach resident Jim Adams who offered his legal expertise on licensed premises concerning various unresolved issues including supply and consumption of alcohol on common property, hours of operation, insurance responsibility etc. The preliminary advice will then be presented to the Committee for discussion and action.

An email was tabled concerning the regular emission of smoke from the Splash exhaust. It was agreed that the Managing Agent create a summary of the responses received from the commercial lots on their filter cleaning regimes and pest control, and advise the Strata Committee accordingly.

NEXT STRATA COMMITTEE MEETING	
MOTION 15	***Next Strata Committee Meeting***
RESOLVED that the next Strata Committee meeting be held on Tuesday 18th April 2017, following the Annual General Meeting to be convened at 7pm.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.30PM

DANIEL GOODWIN

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STRATA TITLE MANAGEMENT

Dated: 24th January 2017