

# THE STRATA COLLECTIVE



**THE STRATA COLLECTIVE PRESENTATION ON HIGH  
PERFORMING STRATA COMMITTEES – 18.08.21**

## Overview of Today

- Decisions of the Strata Committee
- Obligations of the Owners Corporation
- How I approach managing a Strata Scheme
- Understanding your by-laws
- Meetings – Agenda and Minutes
- Ideal Strata Committee Members

# Decisions of the Strata Committee

## 36 Functions of the Strata Committee

- (2) A decision of a strata committee is taken to be the decision of the owners corporation. However, in the event of a disagreement between the owners corporation and the strata committee, the decision of the owners corporation prevails.
- (4) An owners corporation may in general meeting continue to exercise all or any of the functions conferred on it by this Act or the by-laws even though a strata committee holds office.

# Obligations of the Owners Corporation

## **106 DUTY OF OWNERS CORPORATION TO MAINTAIN AND REPAIR PROPERTY**

- (1) An owners corporation for a strata scheme must properly maintain and keep in a state of good and serviceable repair the common property and any personal property vested in the owners corporation.
- (2) An owners corporation must renew or replace any fixtures or fittings comprised in the common property and any personal property vested in the owners corporation.

## Obligations of the Owners Corporation

- (5) An owner of a lot in a strata scheme may recover from the owners corporation, as damages for breach of statutory duty, any reasonably foreseeable loss suffered by the owner as a result of a contravention of this section by the owners corporation.

## How do I approach Managing a Strata Scheme

- What works are outstanding? (**section 106**)
- Does the strata have enough money to meet their legal obligations?
- What does the Capital Works Fund Report say?
- What is the list of other outstanding items?
- What are the priorities
- Call meetings to take some decisions

## Best Practice Expenditure Protocols

- What expenditure protocols should you adopt:

**THAT** in order to expedite decision making, the Strata / Building Manager is complete common property repairs up to \$1,000 using approved trades. Strata / Building Manager are to obtain two quotes for expenses \$1,000 to \$2,500 on any single purchase. Work beyond \$2,500 needs to be determined at a Strata Committee meeting unless an emergency.

## Meetings - Agenda

- Sample to follow



# **NOTICE OF STRATA COMMITTEE MEETING OF THE OWNERS CORPORATION – SP XXXX**

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**NOTICE OF BUSINESS** to be dealt with at the Strata Committee Meeting of the Owners-Strata Plan No to be held on Wednesday 24 March 2021 by Zoom commencing at 6.30PM.

**MOTION 1. Minutes**

**THAT** the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.

**MOTION 2. Matters Arising**

**THAT** any matters arising from the last meeting be discussed and actioned:

**MOTION 3. Building Managers Report**

**THAT** the Building Managers report be tabled and accepted.

Items for action / decision:

- a. Air Conditioning works
- b. Access Control System update and next steps
- c. Report and actions from Lift Company including lift call out and servicing reports for the last 12 months
- d. Replacement of Pool filters
- e. Driveway Brick works
- f. Hot Water Boilers Update
- g. External Window Cleaning
- h. Bubbling Paint in entry foyer
- i. Bathroom exhaust cleaning
- j. Building Link outstanding jobs
- k. Anchor Point quotes
- l. Roofing roof repairs
- m. Quote for internal repairs Unit B13 gyprock ceiling and paint repairs to damaged area.
- n. Quote to re-paint Bin Room under Block A.
- o. Unit C4 balcony rectification.
- p. **THAT** any other repairs or maintenance items be completed.

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**MOTION 4. Financial**

- a. **THAT** the financial statements for the period to 28 February 2021 be tabled.
- b. **THAT** the arrears list be tabled and actioned.

**MOTION 5. Compliance and Approvals**

- a. That the renovation received from XX be reviewed and if acceptable approved under the terms of the by-laws.
- b. That the renovation received from XX be reviewed and if acceptable approved under the terms of the by-laws.

**MOTION 6. Building Management Tender**

**THAT** the Building Management tender next steps be determined.

**MOTION 7. Next meeting**

**THAT** the date, time and place of the next meeting be determined.

**ROD SMITH**  
**THE STRATA COLLECTIVE**  
Dated: 19 February 2021

## Meetings - Minutes

- Sample to follow

## STRATA COMMITTEE MEETING – SP XXXX

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**MINUTES** of the Strata Committee Meeting of the Owners-Strata Plan No XXX held on Wednesday 24 March 2021 by Zoom commencing at 6.30PM.

**Present -**

**Apologies – Nil**

**Chairperson – Rod Smith**

**In Attendance – Rod Smith (The Strata Collective)**

**MOTION 1. Minutes**

**RESOLVED** that the minutes of the previous Strata Committee meeting be confirmed as a true and accurate account of the proceedings at that meeting.

**MOTION 2. Matters Arising**

**THAT** any matters arising from the last meeting be discussed and actioned. Items to be covered below.

**MOTION 3. Building Managers Report**

**RESOLVED** that the Building Managers report be tabled and accepted. Items for action / decision:

- a. Air Conditioning works XX – To be reviewed and determined by email.
- b. Access Control System update and next steps – Quotation from Access has been accepted. The works are to be completed 5 & 6 May 2021 and resident access is not required.
- c. Report and actions from Lift Company including lift call out and servicing reports for the last 12 months – These have been requested however it not clear if they have been received from Lift Company. This items is outstanding and will be followed up.
- d. Replacement of Pool filters – Quotations OUTSTANDING. Keep in view. A capital works plan has been received and will be circulated to the Strata Committee.
- e. Driveway Brick works – A recommendation from the Building Manager has been received however is being investigated. The solution will be discussed and determined at a later date.
- f. Hot Water Boilers Update – Quotations OUTSTANDING. Keep in view. It was noted that six boilers are currently operating so the system is suitably functioning for now. An additional boiler was

suggested to be purchased and not installed (to be kept on hand as a back up). It was suggested that a hot water system service be completed at the same time.

- g. External Window Cleaning – Four quotations have been received. The anchor points need to be re-certified before the window cleaning can be completed. HSE are certifying the anchors once the weather improves. A decision on the window cleaning contractor will be determined by email.
- h. Bubbling Paint in entry foyer D – It was noted that a section of the wall will need to be completed. The source of the water leak needs to be determined and fixed before the painting and wall works can be done. Painting is to be contacted to inspect D1 balcony to fix the leak, repair and paint the wall.
- i. Bathroom exhaust cleaning – Quotations OUTSTANDING. Keep in view. It was noted that D1, D3 & D5 will be the trial exhaust cleaning.
- j. Building Link outstanding jobs – A reconciliation of works is to be completed over the coming month.
- k. Anchor Point quotes – Works being completed shortly (see motion 3g).
- l. Roofing roof repairs XX – Strata Roofing has reattended. The resident has reported that the leak appears to have resolved.
- m. Quote for internal repairs Unit XX gyprock ceiling and paint repairs to damaged area – Now that the leak is resolved, the quotation will be sourced shortly.
- n. Quote to re-paint Bin Room under Block A – COMPLETE.
- o. Unit C4 balcony rectification – This repair as suggested by the Building Manager is to be arranged as soon as possible.
- p. **THAT** any other repairs or maintenance items be completed:
  - Pool Certification – Strata Manager to confirm that this has been completed and lodged with council.
  - Smoke Alarms – these haven't yet been attended to. It was noted that the failed smoke detectors at the last inspection need to be completed asap by Catalyst. The remainder of smoke detectors to be tendered and quoted upon later this year.
  - Locks – it was requested for the Building Manager to obtain a price for a batch of 50 window locks from Lock company.
  - XX drain – This is to be arranged by the Building Manager as soon as possible.
  - A8 downpipe - This is to be arranged by the Building Manager as soon as possible.
  - Driveway 1 A block needs to be cleared by the plumber on their next visit.
  - XX leaks have been reviewed today by Roofing and completed today. The repair confirmation is to be provided to the owner by the Building Manager.
  - XX – This is to be inspected by Roofing.
  - XX - This repair was previously done by Roofing and will be attended under warranty. The flashing needs repair on Building C adjacent to C13. The flashing was previously repaired by Old Roofing. Roofing is to attend and repair the flashing of C11.
  - D6 tiles – The bathroom tiles are reported as damaged but not leaking. No action is to be taken at this stage as the grout repair is only cosmetic.
  - B19 laundry – no action to be taken as the tiles are drummy however have not popped off.
  - Gardens completed removal of the bamboo and will round up the regrowth stubbs once the rain subsides.
  - Local Bay Stratas Committee – It was noted that a plan for LocalBay West precinct, the area located immediately adjacent to XXXX, has been received recently from NSW Government.

The Local Bay Stratas Committee is to review this proposal and advise this Strata Committee shortly.

**MOTION 4. Financial**

- a. **RESOLVED** that the financial statements for the period to 28 February 2021 be tabled. It was noted the Cleaning and Gardening are all over budget. The recent insurance renewal was completed at a significant cost saving on last year.
- b. **RESOLVED** that the arrears list be tabled and actioned. No actions required.

**MOTION 5. Compliance and Approvals**

- a. Renovation application - XX. The renovations were approved subject to the terms of the by-laws. It was noted that the timing of the works is to be notified to the building manager for notification to the residents.
- b. Renovation application – XX. It was noted that the ongoing responsibility for the works including the skylight works is to remain with the Lot owner. It was noted that the smart lock needs to be confirmed as meeting the appropriate fire rating. It was also requested that the owner is to provide written confirmation from council that the renovations don't require a development application. It was also noted a completion certificate is required from the builder once the works have been completed.

**MOTION 6. Building Management Tender**

**THAT** the Building Management tender documentation and timeline be accepted and next steps be determined.

It was noted that the lawyer is to review the final contract. An EGM will be arranged by the Strata Manager as soon as possible to decide upon the unanimous Strata Committee Building Management tender recommendation.

**MOTION 7. Next meeting**

**RESOLVED** that the next meeting be held Wednesday 19 May 2021 at 6.30pm.

**WITH NO FURTHER BUSINESS TO BE DISCUSSED, THE MEETING WAS CLOSED AT 8.25PM.**

## Ideal Strata Committee members

- Section 37

It is the duty of each member of a strata committee of an owners corporation to carry out his or her functions for the benefit, so far as practicable, of the owners corporation and with due care and diligence.

## Ideal Strata Committee members

- Enthusiastic and positive about serving their owners at their Strata building.
- Is willing to work with other Strata Committee members.
- Has sufficient time to attend to strata meetings, phone calls and emails promptly (this usually is about half an hour to an hour of time per week for larger buildings, less for smaller buildings).
- Is willing to report any issues at the property to management (such as by-law breaches and required repairs).



## Ideal Strata Committee members

- Is familiar with receiving professional advice (eg from a lawyer or accountant) and has the common sense required to assess the information and advice provided to make decisions as and when required, even if the decision runs into thousands of dollars.
- Has a basic understanding of trends and financial information to ensure that an independent review of the information from strata is provided.