

Strata Committee Correspondence

13th December, 2016 to 14th February 2017

Min	To	From	Type	Date	Issue / Content
A					Animal Applications
1	Strata Committee	Building Manager	Email	04.01.17	Forwarding an application from lot 704 for a kelpie visitor dog.
2	Strata Committee	Building Manager	Email	05.01.17	Forwarding an application from lot 1001 for a cat and small dog.
3	Strata Committee	Building Manager	Email	18.01.17	Forwarding an application from lot 606 for a visitor dog.
4	Secretary	Alan Walsh	Email	26.01.17	Pointing out an apparent discrepancy between the application form in use and that attached to the EGM approval motion.
5	Strata Committee	Building Manager	Email	07.02.17	Forwarding an application from lot 302 for a visitor dog.
B					Cooling Tower Fault
6	Strata Committee	Building Manager	Email	07.02.17	Advising that the fan drive had fused and a replacement has been ordered.
7	Strata Committee	Building Manager	Email	08.02.17	Advising a quotation for replacement of the faulty fan of \$3742.20 incl. GST which is claimable under insurance.
8	Building Manager	Strata Manager	Email	08.02.17	Confirming that an insurance claim will be made.
C					New Strata Schemes Management Act
9	Strata Manager	Secretary	Email	02.01.17	Requesting clarification of some issues relating to the adoption of new by-laws pursuant to the new strata act.
10	Secretary	Strata Manager	Email	12.01.17	Providing partial clarification that all special by-laws remain unchanged by the new strata act.
11	Secretary	Strata Manager	Email	17.01.17	Advising that the Cecil's model by-laws remain unchanged unless the option of adopting Schedule 3 is exercised.
12	Secretary	Alan Walsh	Email	24.01.17	Forwarding a commentary on some changes in strata law as a result of the new strata act for consideration at the next SC meeting.
13	Strata Committee	Alan Walsh	Email	09.02.17	Querying financial authority to order works.
					Optus
15	Treasurer	Alan Walsh	Email	14.12.16	Advising of apparent discrepancies between payments under the agreement and amounts shown in our accounts.
16	Optus	Alan Walsh	Email	14.12.16	Seeking clarification of sharing arrangements with Vodafone pending revised lease negotiations requested by Optus.
17	Alan Walsh	Optus	Email	15.12.16	Advising that Optus will investigate issues raised.
18	Alan Walsh	Optus	Email	21.12.16	Providing a progress report on investigation of issues raised.
19	Optus	Alan Walsh	Email	21.12.16	Reiterating request for an opinion on the market value of the lease.
20	Alan Walsh	Optus	Email	23.12.16	Providing answers to the queries raised and advising that Optus no longer intend to pursue renegotiation of lease payments.
21	Strata Committee	Alan Walsh	Email	04.01.17	Advising that the updated roof plan has been checked and data relating to telecom installations are accurate.
					Parking
22	Strata Manager	Secretary	Email	06.01.17	Asking that a letter be issued to lot 102 re parking.
23	Secretary	Strata Manager	Email	10.01.17	Forwarding a copy of the letter issued to lot 102.
24	Strata Manager	Secretary	Email	24.01.17	Asking that a letter be issued to lot 101 re parking.
25	Secretary	Strata Manager	Email	25.01.17	Forwarding a copy of the letter issued to lot 102.
26	Secretary	Alan Walsh	Email	26.01.17	Commenting on non-conformance with parking rules generally.
					Repair & Repaint
27	Strata Committee	Building Manager	Email	15.12.16	Forwarding a report on a defect inspection with Higgins.
28	Secretary	Building Manager	Email	20.12.16	Forwarding the quotation for hydroxy waterproofing for the heritage façade in the amount of \$4,200 plus GST.
29	Building Manager	Secretary	Email	20.12.16	Asking that Higgins provide details of the components of the quotation.
30	Secretary	Building Manager	Email	21.12.16	Providing a breakup of labour and materials and revising the price to \$4,000 plus GST.
31	Building Manager	Secretary	Email	02.01.17	Asking that verification of materials cost be sought and labour hours be monitored.
32	Building Manager	Secretary	Email	02.01.17	Commenting on errors in the contractor's December claim for payment.
33	Secretary	Building Manager	Email	03.01.17	Advising that clarification will be sought when the painting supervisor returns from leave on 9 th January.
34	Strata Committee	Building Manager	Email	16.01.17	Forwarding a list of issues to be clarified with the contractor prior to completion.
35	Strata Committee	Building Manager	Email	20.01.17	Forwarding a quotation of \$7,436 incl. GST for repair of the heritage façade's concrete cornice to engineer's details.

36	Strata Committee	Building Manger	Email	20.01.17	Forwarding a quote of \$7,586 from an alternative contractor for repair of the heritage facade.
37	Building Manager	Secretary	Email	21.01.17	Approving the BM's recommendation to accept the quotation from Higgins for facade repair in the amount of \$7,436.
38	Secretary	Building Manager	Email	23.01.17	Resubmitting Higgin's unamended December payment claim.
39	Building Manager	Secretary	Email	25.01.17	Commenting on the 20% markup on labour and materials in a quotation, which is not in accordance with the tender documents.
40	Building Manager	Secretary	Email	25.01.17	Asking that Higgins be directed to review its December claim due to multiple errors in the claim.
41	Secretary	Building Manager	Email	27.01.17	Advising that the painters have damaged the block parapet of the carpark fire escape stair.
42	Building Manager	Secretary	Email	25.01.17	Asking that the damage and repair be recorded so that responsibility for any future defects is documented.
43	Secretary	Building Manager	Email	31.01.17	Advising that photos of the damage and details of the repair have been sent to Higgins.

Security Breaches

44	Arthur Matthews	Building Manager	Email	30.12.16	Reporting on youths entering the terrace and lift foyer and advising Police will take no action if no damage is caused.
45	Strata Committee	John Greville	Email	03.01.17	Forwarding photos showing youths climbing over the security grilles protecting the stairs to L1 terrace.
46	John Greville	Secretary	Email	06.01.17	Advising that the building manager is arranging modification of the security grille.

Shop 9

47	Alan Walsh	Adrian Mueller	Email	21.12.16	Letter of advice and invoice for legal advice on the placement of tables and chairs on the common property adjacent to the entry.
48	Strata Manager	Secretary	Email	24.12.16	Forwarding text of letter to be sent to Shop 9.
49	Secretary	Strata Manager	Email	10.01.17	Forwarding a copy of the letter sent to Shop 9.
50	Strata Committee	Building Manager	Email	03.02.17	Forwarding a letter received from Shop 9 refuting the Cecil's legal advice and asserting that the notice to comply is invalid.

Shop 12

51	Sutherland Council	Alan Walsh	Email	18.12.16	Requesting advice on progress in enforcing development conditions on the tenant, including noise restrictions.
52	Alan Walsh	Sutherland Council	Email	23.01.17	Advising on progress with Shop 12 concerning conditions of development consent.
53	Alan Walsh	Sutherland Council	Email	31.01.17	Advising that the matter of window tinting will be referred to the Council's compliance section.

Stair Pressurisation

54	Russell Grove	Secretary	Email	25.01.17	Requesting that the report on investigation and recommended of remedial works be finalized prior to the SC's next meeting on 14.02.17.
55	Secretary	Russell Grove	Email	08.02.17	Forwarding "final draft" report and recommendations.
56	Strata Committee	Richard Hartley	Email	13.02.17	Forwarding a report and photos resulting from his inspection.
57	Richard Hartley	Secretary	Email	13.02.17	Thanking him for his report and photos.

Stair Roof Membrane

58	Strata Committee	Building Manager	Email	19.12.16	Advising a reduced price of \$4,125 incl. GST following clarification that the pebble layer is to be reinstated on the roof.
59	Building Manager	Secretary	Email	20.01.17	Concurring with the recommendation to accept the quote.
	Secretary	Building Manager	Email	07.02.17	Advising that the replacement of the roof membrane is complete.

Window Locks

60	Secretary	Lou Huntingdon	Email	17.12.16	Advising that locks have been fitted already to his windows.
61	Secretary	Building Manager	Email	20.12.16	Advising that all windows will need to be inspected on completion to provide a certification for the entire building.
62	Lou Huntingdon	Building Manager	Email	20.12.16	Advising of the need for locks to be inspected on completion to provide a certification of the entire building.

Unit Refurbishments (305, 804,1306)

63	Strata Committee	Building Manager	Email	03.02.17	Advising of an application for floor tiling and kitchen refurbishment in Unit 305.
64	Building Manager	Alan Walsh	Email	03.02.17	Advising that the new act requires the approval of the work at a general meeting of the owner's corporation.
65	Strata Committee	Alan Walsh	Email	04.02.17	Forwarding a revised renovation application from Unit 305 for consideration at the next SC meeting.

66	Strata Committee	Building Manager	Email	09.02.17	Advising that there are now requests for bathroom renovations from Units 305, 804 & 1306 for consideration at the next SC meeting.

Miscellaneous

67	Strata Committee	Alan Johnson	Email	17.12.16	Thanking the SC for its work and extending Seasons Greetings.
68	Owners Corporation	Secretary	Email	17.12.16	Issuing minutes of the last SC meeting.
69	Secretary	Arthur Matthews	Email	21.12.16	Advising that the terrace lawn will be mown on 23.12.16.
70	Secretary	Strata Manager	Email	24.12.16	Advising emergency contacts over the Christmas period.
71	Strata Committee	Building Manager	Email	03.01.17	Advising the date of the laying of artificial turf on U106 terrace.
72	Strata Committee	Building Manager	Email	03.01.17	Advising of relief arrangements whilst on leave 9 to 13 January.
73	Strata Committee	Ted Bramble	Paper	09.01.17	Asking that energy saving systems be considered for lift foyers.
74	Strata Committee	Building Manager	Email	23.01.17	Advising that Cronulla Ice Creamery has Council approval for its new sign.
75	Strata Committee	Alan Walsh	Email	24.01.17	Suggesting that a specific budget amount be included in the annual budget for occasional foyer decoration.
76	Strata Committee	Building Manager	Email	27.01.17	Advising of the death of Judy Lynch's son in a plane accident.
77	Secretary	Lou Huntingdon	Email	30.01.17	Advising that he considered the foyer plants to be in a poor condition and questioning whether the current contractor should be changed.
78	Strata Committee	Building Manager	Email	30.01.17	Forwarding a quote of \$1,760 incl. GST for the installation of swipe access from the foyer to the dock service corridor.
79	Strata Committee	Building Manager	Email	07.02.17	Reporting on an electrical fault that caused the cooling tower fan to fuse and that a replacement fan has been ordered.
80	Owners Corporation	G&L Committee	Email	09.02.17	Issuing Garden & Landscape Newsletter February 2017.
81	Strata Committee	Building Manager	Email	13.02.17	Forwarding BM's report for 2 months to 14.02.17.
82	Secretary	Arthur Matthews	Email	14.02.17	Requesting a copy of the building manager's contract.