

Strata Committee Correspondence

14th February to 14th March 2017

Min	To	From	Type	Date	Issue / Content
A					
Animal Applications					
1	Building Manager	Alan Walsh	Email	22.02.17	Forwarding an updated animal registration form for posting to the Cecil website.
2	Building Manager	SC Secretary	Email	25.02.17	Forwarding copies of approvals of applications for animal registration from U302, U606, U704 and U1001.
3	Owners Lot 302	SC Secretary	Paper	25.02.17	Advising of conditional approval of pet application.
4	Owners Lot 606	SC Secretary	Paper	25.02.17	Advising of conditional approval of pet application.
5	Owners Lot 704	SC Secretary	Paper	25.02.17	Advising of conditional approval of pet application.
6	Owners Lot 1001	SC Secretary	Paper	25.02.17	Advising of conditional approval of pet application.
B					
Extraordinary General Meeting					
7	Strata Manager	SC Secretary	Email	16.02.17	Forwarding a draft agenda for a proposed EGM.
8	Strata Manager	SC Secretary	Email	21.02.17	Forwarding additional papers relevant to the proposed agenda.
9	SC Secretary	Strata Manager	Email	22.02.17	Seeking approval for the inclusion in the EGM of an application to waive an interest charge due to late payment of levies.
10	Strata Manager	SC Secretary	Email	23.02.17	Asking that the explanatory notes be reissued due to an error in numbering of motions.
11	SC Secretary	Arthur Matthews	Email	01.03.17	Requesting consultation with the G&LC prior to the calling of future EGMs.
12	Strata Manager	SC Secretary	Email	02.03.17	Checking on options available to the G&LC concerning motions that they might wish to put to a general meeting.
13	SC Secretary	Strata Manager	Email	02.03.17	Advising options available to the G&LC for proposing motions.
14	Arthur Matthews	SC Secretary	Email	02.03.17	Explaining the need for urgency in this case and outlining options available to the G&LC for proposing motions.
15	SC Secretary	Arthur Matthews	Email	07.03.17	Maintaining that the SC was discourteous in not providing advanced warning to the G&LC of the proposed EGM.
16	SC Secretary	Strata Manager	Email	13.03.17	Forwarding draft EGM minutes for review.
C					
Parking					
17	Strata Manager	SC Secretary	Email	25.02.17	Seeking advice concerning persistent unauthorized parking on common property.
18	SC Secretary	Strata Manager	Email	27.02.17	Providing answers to the questions raised concerning parking on common property.
19	Strata Committee	Alan Walsh	Email	06.03.17	Forwarded an updated parking infringement notice for SC consideration.
D					
Renovations					
20	Strata Committee	Building Manager	Email	16.02.17	Forwarding partial applications from U305, U804 and U1306.
21	Strata Committee	Building Manager	Email	16.02.17	Forwarding U1306 drawings and scope of work.
22	Building Manager	Alan Walsh	Email	17.02.17	Advising that applications must be completed by the EGM.
23	Building Manager	Alan Walsh	Email	22.02.17	Seeking clarification of the scope of work for U305.
E					
Shop 9 (Il Gusto)					
24	Strata Manager	SC Secretary	Email	20.02.17	Asking that a further Notice to Comply be issued.
25	Building Manager	Alan Walsh	Email	04.03.17	Asking for advice on the number of visitor parking tags issued.
26	Alan Walsh	Building Manager	Email	06.03.17	Advising 3 tags have issued to Shop 9 for the visitors car park.
27	Strata Manager	SC Secretary	Email	13.03.17	Asking that Mueller's letter of advice be attached to the Notice.
F					
Stair Pressurisation					
28	SC Treasurer	SC Secretary	Email	24.02.17	Recommending that the invoice for \$6,700 from TechArt for digital modelling be paid as the work is now completed.
29	Strata Committee	SC Secretary	Email	25.02.17	Forwarding reports to date on the system and the brief to be issued to the mechanical engineer.
30	Richard Hartley	SC Secretary	Email	25.02.17	Forwarding a copy of the digital modelling report for information.
31	Engineered Environs	SC Secretary	Email	25.02.17	Issuing a detailed brief for the service previously requested.
32	Bldg & Fire Surveyor	SC Secretary	Email	13.03.17	Forwarding invoice of \$3,410 for services rendered.
33	SC Secretary	Eng. Environments	Email	13.03.17	Forwarding a fee proposal for the modification of the system.
G					
Miscellaneous					
34	Owners Corporation	SC Secretary	Email	19.02.17	Issuing minutes of the February SC meeting.
35	Secretary	Bruce Haynes	Email	19.02.17	Advising a new email address.
36	Arthur Matthews	Secretary	Email	19.02.17	Forwarding a copy of the building manager's contract as requested.
37	Building Manager	Secretary	Email	20.02.17	Issuing the January Newsletter "Just a Minute".
38	Strata Manager	SC Secretary	Email	20.02.17	Issuing minutes of the February SC meeting.

39	Building Manager	SC Secretary	Email	22.02.17	Asking the BM to have a reference copy of the updated guide from Fair Trading called "Strata Living".
40	Secretary	John Greville	Email	27.02.17	Bringing to attention that some drivers are ignoring the directional signage on B1 & B2 and the annoyance caused by resident's allowing doors to slam in the loft foyers.
41	Building Manager	Alan Walsh	Email	28.02.17	Requesting that the labelling of the strata letter box be amended to conform to the requirements of the new Act.
42	Strata Manager	Secretary	Email	02.03.17	Requesting that SC members receive the quarterly accounts.
43	Secretary	Strata Manager	Email	02.03.17	Forwarding cash report for current FY up to the end of Feb.
44	Strata Manager	Building Manager	Email	02.03.17	Asking that a quote for repair of 3 air-con units be forwarded to the insurance company.
45	Strata Committee	Alan Walsh	Email	04.03.17	Forwarding updated "Strata Living in the Cecil" and the Cecil's by-laws consequent upon the requirements of the new Act.
46	Building Manager	Strata Manager	Email	07.03.17	Forwarding a quote for replacement of the exit roller shutter.
47	SC Secretary	John Greville	Email	11.03.17	Advising of concern with unidentified people entering the foyer.
48	Strata Committee	Strata Manager	Email	13.03.17	Forwarding a copy of a 2014 letter from the owner of Shop 12 concerning the grease pit.
49	Strata Manager	SC Secretary	Email	13.03.17	Forwarding a copy of a letter to the owner of Shop 12 responding to his request to cease the grease trap levy.
50	Strata Committee	Building Manager	Email	14.03.17	Forwarding advice of a new resident in U404.
51	Strata Committee	Building Manager	Email	14.03.17	Forwarding BM's report for the preceding month.