

Executive Committee Correspondence

14th March to 11th April, 2017

Min	To	From	Type	Date	Issue / Content
A					Carpark Wall Staining
1	Secretary	Barrie Burns	Email	18.03.17	Requesting a clean-up of wall staining near the overhead grease trap drainage pipes
2	Building Manager	Secretary	Email	20.03.17	Asking that the staining be cleaned.
3	Barrie Burns	Secretary	Email	20.03.17	Advising that the cleaning will be attended to.
4	Secretary	Barrie Burns	Email	20.03.17	Thanking the SC for the response.
B					Common Area Lighting
5	Strata Committee	Building Manager	Email	18.03.17	Forwarding a link to Enlighten which supplies energy efficient light fittings.
6	Strata Committee	Building Manager	Email	04.04.17	Forwarding 2 quotes to replace 46 light fittings with energy saving emergency lights, the lowest being \$13,409 incl. GST.
C					Out of Hours furniture Movement
7	Building Manager	Alan Walsh	Email	24.03.17	Asking why furniture movement was still taking place at 7:30pm.
8	Alan Walsh	Building Manager	Email	27.03.17	Advising that the removalist van arrived later than scheduled.
D					Optus Lease
9	Optus	Alan Walsh	Email	24.03.17	Forwarding a letter concerning the disputed date for the commencement of the lease.
10	Alan Walsh	Strata Manager	Email	28.03.17	Advising that no payments have been received from Optus
11	Optus	Alan Walsh	Email	28.03.17	Setting the record straight concerning the history of the Optus Lease and the commencement date of the lease..
12	Optus	Alan Walsh	Email	30.03.17	Advising that the issue concerning payment relates to Optus site 22CW not Optus site SO227.
13	Alan Walsh	Optus	Email	04.04.17	Asking if there is any documentation that supports the Cecil's claim of an earlier lease start date.
14	Alan Walsh	Optus		05.04.17	Forwarding documentation that supports a late 2011 start date for the lease agreement.
15	Optus	Alan Walsh		05.04.17	Advising that a response is intended in about a week.
16	Alan Walsh	Optus		06.04.15	Forwarding a record that indicates that rent was paid from 18.11.11 which implies a start date from that time.
E					Painting Contract
17	Strata Committee	Building Manager	Email	17.03.17	Confirming that the font for the reinstatement of the building's name and street number has been sent to the painters.
18	Strata Committee	Building Manager	Email	27.03.17	Advising that the painters will be back on 28.03.17 to do a final clean up.
19	Building Manager	Alan Walsh	Email	30.03.17	Outlining how his balcony table became stained by the painters.
20	Alan Walsh	Building Manager	Email	30.03.17	Asking if replacement slats for the table could be sourced.
21	Secretary	Building Manager	Email	30.03.17	Forwarding Higgin's Completion Certificate & Final Claim.
22	Building Manager	Secretary	Email	31.03.17	Commenting on Higgin's Final Payment Claim.
23	Building Manager	Secretary	Email	31.03.17	Commenting on Higgin's Completion Certificate.
24	Building Manager	Secretary	Email	02.04.17	Forwarding draft letter to Higgins for comment.
25	Building Manager	Alan Walsh	Email	03.04.17	Advising a cleaning method for the painter's stains that was recommended by the table supplier.
26	Higgins	Secretary	Email	03.04.17	Forwarding a letter concerning outstanding work and other unresolved issues.
27	Secretary	Higgins	Email	03.04.17	Advising that the timing of the sign writing will be advised.
28	Higgins	Secretary	Email	03.04.17	Asking about the other issues raised in the Cecil's letter.
29	Secretary	Higgins	Email	03.04.17	Advising the other issues will be addressed in the near future.
F					Renovations
30	Building Manager	Alan Walsh	Email	16.03.17	Issuing version 6 of the Renovation Application form.
31	Building Manager	Alan Walsh	Email	21.03.17	Asking whether the forms issued to U305 and 1306 have a space for the Secretary to record SC approval.
32	Secretary	Building Manager	Email	21.03.17	Advising that the latest form will be issued to U305 and U 1306.
33	Strata Committee	Alan Walsh	Email	21.03.17	Advising that version 6 is ready to go onto the Cecil web site.
34	Secretary	Building Manager	Email	23.03.17	Forwarding signed V6 form from U305 and an amended V6 form from 1306.
35	Building Manager	Secretary	Email	23.03.17	Advising that the amendments by 1306 are not acceptable.
36	Alan Walsh	Building Manager	Email	24.03.17	Recommending that the request for the weight of tiles be deleted from the form.
37	Strata Manager	Secretary	Email	29.03.17	Asking for advice on owner installed pipes in common property.
38	Secretary	Strata Manager	Email	29.01.17	Advising that the question should be referred to a solicitor.

39	Secretary	Building Manager	Email	29.03.17	Advising that the owners of U804 and U1306 are questioning the need for the indemnity requested on the application form.
40	Strata Committee	Building Manager	Email	30.03.17	Forwarding an amended application form from U804.
41	Building Manager	Alan Walsh	Email	30.03.17	Advising that the indemnity need only be signed by U1306 for the minor works portion of that renovation.
42	Strata Committee	Alan Walsh	Email	30.03.17	Commenting on the need to receive payment for costs before renovation work starts.
43	Strata Manager	Secretary	Email	31.03.17	Forwarding the text of letter to be sent to U804 rectifying a discrepancy between two versions of SBL 44.
44	Secretary	Strata Manager	Email	31.03.17	Advising that the cost of registering recent by-laws will be \$440 in total which can be apportioned between those benefitting.
45	Building Manager	Secretary	Email	31.03.17	Providing information on insurances required from renovators.
46	Strata Manager	Secretary	Email	31.03.17	Forwarding a version of SBL 44, which has a space for the owner's signature, to be forwarded with the letter to U804.
47	Strata Manager	Secretary	Email	31.03.17	Forwarding the text of letter to be sent to U1306 rectifying a discrepancy between two versions of SBL 45.
48	Strata Manager	Secretary	Email	03.04.17	Reiterating request for a determination in principle of who is responsible for work undertaken in common structural space.
49	Secretary	Strata Manager	Email	03.04.17	Providing advice on illegal uses of common structural space.
50	Strata Manager	Secretary	Email	03.04.17	Clarifying that the query related to a legal connection to common services in structural space.
51	Secretary	Strata Manager	Email	03.04.17	Advising that any by-law authorizing work in common space should clarify who is responsible for any defects or damage.
52	Secretary	Alan Walsh	Email	03.04.17	Forwarding the latest draft application form for discussion at next SC meeting.

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Shop 1: Signage Light

53	Secretary	Arthur Matthews	Email	18.03.17	Alerting attention to 2 spot lights that have become detached.
54	Arthur Matthews	Secretary	Email	20.03.17	Advising that the Fish Shop has been asked to secure the lights as a matter of urgency.

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Shop 9: Notice to Comply

55	Secretary	Strata Manager	Email	14.03.17	Forwarding draft Notice to Comply for SC review.
56	Strata Manager	Secretary	Email	17.03.17	Advising some amendments and requesting it be issued.

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Stair Pressurisation.

57	Secretary	Arthur Matthews	Email	14.03.17	Requesting a copy of the digital modelling report.
58	Strata Committee	Building Manager	Email	15.03.17	Advising that the digital modelling report has been posted to the Cecil's web site.
59	Arthur Matthews	Secretary	Email	15.03.17	Advising that the report has been posted to the Cecil's web site.
60	Secretary	Arthur Matthews	Email	16.03.17	Asking for the final completed report.
61	Arthur Matthews	Secretary	Email	17.03.17	Advising the report on the web site is the most recent version.
62	Strata Committee	Richard Hartley	Email	19.03.17	Advising availability for a consultant meeting on 21.03.17
63	Secretary	Engineered Envir.	Email	21.03.17	Advising a change of address from Wednesday 5 th April.
64	Secretary	Russell Grove	Email	22.03.17	Asking for advice on options proposed at consultant meeting.
65	Colin Field	Secretary	Email	11.03.17	Advising a revised fee proposal.

J

Terraces' Balustrades

66	Luke Oldfield	Secretary	Email	16.03.17	Inviting the BCA certifier to provide a service proposal.
67	Secretary	Luke Oldfield	Email	17.03.17	Forwarding a fee proposal to report on the various balustrade types enclosing the various terraces on level 1.
68	Luke Oldfield	Secretary	Email	21.03.17	Advising acceptance of stage 1 of the proposal at \$700.
69	Secretary	Luke Oldfield	Email	27.03.17	Proposing a meeting on site on Friday 31.03.17.
70	Secretary	Luke Oldfield	Email	06.04.17	Advising that a target date of Monday 10.04.17 for his letter of advice.
71	Secretary	Luke Oldfield	Email	10.04.17	Providing preliminary BCA advice on the various balustrades.

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Miscellaneous

70	Strata Committee	Building Manager	Email	16.03.17	Forwarding Quotation from Able doors to replace the B1 exit roller shutter for \$4,700.
71	Strata Manager	Strata Committee	Email	16.03.17	Approving the issue of EGM minutes subject to changes noted.
72	Owners Corporation	Secretary	Email	18.03.17	Issuing the March Strata Committee meeting minutes.
73	Secretary	Lou Huntingdon	Email	20.03.17	Advising a new email address.
74	Building Manager	Alan Walsh	Email	23.03.17	Commenting on a parking infringement in a B1 short term parking bay.
75	Secretary	Building Manager	Email	28.03.17	Advising an email address for U404.
76	Secretary	Strata Manager	Email	04.04.17	Forwarding the Quarterly Cash Management report.
77	Strata Committee	Building Manager	Email	11.04.17	Forwarding the BM report for April.