

Strata Committee Correspondence

11th April to 16th May, 2017

| Min | To | From | Type | Date | Issue / Content |
|----------|---------------------|-------------------|-------|----------|--|
| A | | | | | By-Laws |
| 1 | Ted Bramble | Secretary | Paper | 11.04.17 | Seeking comments on proposed changes to SBL31 relating to allowing non-owners to park in owners garages. |
| 2 | Adrian Mueller | Alan Walsh | Email | 12.04.17 | Seeking advice on the approval procedure for minor improvements to the common property. |
| 3 | Ray McMartin | Secretary | Paper | 12.04.17 | Seeking agreement to alter the numbering of SBL 19 relating to the removal of the divide between his two adjacent lots. |
| 4 | Mr.& Mrs. Woolridge | Secretary | Paper | 12.04.17 | Seeking agreement to alter the numbering of SBL 34 relating to the removal of the divide between his two adjacent lots. |
| 5 | Strata Manager | Alan Walsh | Email | 13.04.17 | Seeking advice on the appropriate procedure for recovering costs arising from out-of-hours furniture movements. |
| 6 | Alan Walsh | Strata Manager | Email | 13.04.17 | Advising that cost recovery can be achieved by the same process as for the fire alarm or grease trap charges. |
| 7 | Strata Committee | Alan Walsh | Email | 18.04.17 | Providing the text for a possible by-law for mech. plant owned by commercial operators in the dock and service corridor. |
| 8 | Strata Committee | Alan Walsh | Email | 19.04.17 | Proposing an amendment to SBL 24 relating to moving furniture, which amends BL13. |
| 9 | Strata Committee | Alan Walsh | Email | 20.04.17 | Proposing an amendment to SBL28 relating to renovations. |
| 10 | Secretary | Alan Walsh | Email | 27.04.17 | Asking that the SC consider an amendment to SBL31 relating to the parking of non-resident vehicles in lot owners garages. |
| 11 | Secretary | Ray McMartin | Email | 27.04.17 | Advising that he agrees with the proposed change in numbering for the by-law approving his unit amalgamation. |
| 12 | Ray McMartin | Secretary | Email | 28.04.17 | Thanking him for his approval to the change of numbering of SBL19 to SBL20. |
| 13 | Alan Walsh | Adrian Mueller | Email | 02.05.17 | Forwarding invoice and advice on procedures for the approval of alterations or additions to the common property. |
| B | | | | | Financial Matters |
| 14 | Strata Manager | Secretary | Email | 12.04.17 | Asking that a discrepancy in the accounts relating to non-levy income be explained. |
| 15 | Strata Manager | Secretary | Email | 28.04.17 | Asking for a response to the email of 12.04.17 that requested an explanation of the accounting for non-levy income. |
| 16 | Secretary | Strata Manager | Email | 28.04.17 | Forwarding response to the question regarding an apparent discrepancy between the I&E and sundry income accounts. |
| 17 | Secretary | Strata Manager | Email | 28.04.17 | Forwarding a response to a question regarding a refund from Romtech for an overpayment. |
| C | | | | | Interior Design |
| 18 | Secretary | OneFlare web site | Email | 11.05.17 | Forwarding expressions of interest from 4 consultancies for interior design advice related to the upgrade of foyers. |
| 19 | StJamesWhitting | Secretary | Email | 11.05.17 | Providing some background information on the Cecil and requesting a budget estimate of fees. |
| D | | | | | Optus Lease |
| 20 | Alan Walsh | Optus | Email | 27.04.17 | Asking that the matter of the disputed date of commencement of the lease be discussed by phone prior to a formal response. |
| 21 | Alan Walsh | Optus | Email | 02.05.17 | Forwarding relevant documents and asking if the Cecil has any other documents that might provide additional information. |
| 22 | Building Manager | Alan Walsh | Email | 02.05.17 | Asking for any record of the date that Optus occupied the site. |
| 23 | Optus | Alan Walsh | Email | 02.05.17 | Forwarding minutes that indicate there was Cecil agreement to occupation prior to execution of the lease. |
| 24 | Alan Walsh | Building Manager | Email | 02.05.17 | Advising that an email indicating installation of cabling to the MDF room proceeding in May 2012. |
| 25 | Building Manager | Alan Walsh | Email | 03.05.17 | Advising of documents that indicate approval to install as early as February 2012. |
| 26 | Optus | Alan Walsh | Email | 03.05.17 | Summarizing a time line disclosed in attached documents that might explain the 18.11.11 rent start date. |
| 27 | Optus | Alan Walsh | Email | 10.05.17 | Requesting a response to an earlier email and proposing a commencement date for payment of 03.02.12. |
| 28 | Alan Walsh | Optus | Email | 10.05.17 | Apologizing for the delay in response and promising a response soon. |
| E | | | | | Painting Contract |
| 29 | Secretary | Building Manager | Email | 27.04.17 | Advising that Higgins is seeking payment of an invoice in the amount of \$13,992 for work on the heritage façade. |
| 30 | Building Manager | Secretary | Email | 29.04.17 | Asking that Higgins be asked to provide additional information on the amounts claimed in the invoice for \$13,992. |

| | | | | | |
|----------|--------------------|------------------|-------|----------|--|
| 31 | Higgins | Secretary | Email | 11.05.17 | Asking senior manager Jason Dunbar to expedite a response to a letter from the Cecil requesting a statement of final cost. |
| F | | | | | Parking |
| 32 | Strata Manager | Secretary | Email | 12.04.17 | Forwarding the text for letters to be sent to Units 101,102 & 806 concerning of parking contrary to signage. |
| 33 | Secretary | Strata Manager | Email | 13.04.17 | Forwarding copies of letters sent to Units 101,102 & 806. |
| 34 | Secretary | Gordon Williams | Email | 29.04.17 | Reporting on damage to the visitor carpark barrier that he witnessed on Saturday evening 29.04.17. |
| 35 | Gordon Williams | Secretary | Email | 30.04.17 | Advising that the incident will be referred to the building manager for follow up action. |
| 36 | Secretary | SC Member | Email | 09.05.17 | Recommending that a Notice to Comply be issued to U504 for repeated failure to observe parking rules. |
| G | | | | | Shop 9 |
| 37 | Strata Manager | Secretary | Email | 13.04.17 | Asking whether a Notice to Comply was issued to Shop 9. |
| 38 | Secretary | Strata Manager | Email | 13.04.17 | Forwarding a copy of the Notice to Comply that was issued on 20.04.17. |
| H | | | | | Stair Pressurisation |
| 39 | Secretary | Fire Engineer | Email | 15.04.17 | Forwarding a further revision of the CFD report. |
| 40 | Mech. Engineer | Secretary | Email | 12.05.17 | Reiterating request for a revised fee proposal and suggesting a workshop to reduce the number options to be examined. |
| 41 | Secretary | Mech. Engineer | Email | 15.05.17 | Submitting a revised fee proposal. |
| I | | | | | Level 1 Terrace Balustrades |
| 42 | Secretary | Alan Walsh | Email | 12.04.17 | Providing documents related to approval of railings and garden on U101 and 106 terraces. |
| 43 | Strata Committee | Building Manager | Email | 21.04.17 | Advising answers to questions relating to approval of previous changes to private lot terrace balustrades. |
| 44 | Building Manager | Secretary | Email | 28.04.17 | Forwarding letters to level 1 terrace owners requesting a meeting with each to discuss the planned upgrade. |
| 45 | Strata Committee | Secretary | Email | 02.05.17 | Reporting on briefing meetings held with the owners of U101 and U106. |
| J | | | | | TPG Telecom |
| 46 | Strata Committee | Building Manager | Email | 04.05.17 | Forwarding an expression of interest from TPG for the installation of mobile phone equipment on the Cecil roof. |
| 47 | Strata Committee | Building Manager | Email | 05.05.17 | Suggesting that discussions be commenced with TPG. |
| 48 | TPG Telecom | Building Manager | Email | 05.05.17 | Advising that the Cecil is interested in preliminary discussions concerning a possible mobile phone installation. |
| K | | | | | Miscellaneous Issues |
| 49 | Strata Committee | Alan Walsh | Email | 12.04.17 | Suggesting an amendment to the renovation application form to clarify responsibility for work undertaken in common space. |
| 50 | Owners Corporation | Secretary | Email | 13.04.17 | Issue of the minutes of the strata committee meeting on 11.04.17. |
| 51 | Strata Committee | Barrie Burns | Email | 14.04.17 | Asking for the new electronic lock to the service corridor to be adjusted to improve ease of access. |
| 52 | Strata Committee | G&LC | Email | 16.04.17 | Asking why an invoice submitted by Green Options had not been paid. |
| 53 | Building Manager | Chairman | Email | 19.04.17 | Asking for "Just a Minute" to be issued to Owners. |
| 54 | Owners Corporation | G&LC | Email | 23.04.17 | Issue of the G&LC April Newsletter |
| 55 | Strata Committee | Building Manager | Email | 04.05.17 | Forwarding a kitchen renovation application for U404. |
| 56 | Strata Committee | Chairman | Email | 06.05.17 | Reporting on a discussion with Mr. Braithwaite concerning proposed library shelving in B3 lift lobby. |
| 57 | Strata Committee | Building Manager | Email | 12.05.17 | Advising that a change of proprietors for the gym in Shop 12 may be imminent. |
| 58 | Strata Committee | Building Manager | Email | 15.05.17 | Forwarding an application for a visitor dog from U106. |
| 59 | Strata Committee | Building Manager | Email | 15.05.17 | Forwarding an application for a kitchen renovation from U305. |
| 60 | Strata Committee | Building Manager | Email | 16.05.17 | Forwarding BM's report for the last month. |