

# Strata Committee Correspondence

## 16<sup>th</sup> May to 13<sup>th</sup> June, 2017

Min	To	From	Type	Date	Issue / Content
<b>A</b>					<b>By-Laws Review</b>
1	Secretary	Building Manager	Email	19.05.17	Forwarding agreement from Unit 1001 to change to SPBL32.
2	Building Manager	Alan Walsh	Email	19.05.17	Replying that there is no need to insert "B1" before "air supply shaft for Shop 2 and Shop 3.
3	Strata Manager	Secretary	Email	07.06.17	Forwarding draft by laws to be issued to 5 Shops seeking agreement to the proposed by-laws.
4	Secretary	Alan Walsh	Email	09.06.16	Advising a list of by-law amendments that are ready to be put to a general meeting.
5	Strata Committee	Alan Walsh	Email	09.06.17	Raising issues for discussion concerning SPBL 29 which relates to access keys and tags.
<b>B</b>					<b>Energy Efficient Lighting</b>
6	Building Manager	Secretary	Email	26.05.17	Forwarding a draft tender document for input of light data.
7	Secretary	Building Manager	Email	29.05.17	Providing information on number and type of light fittings.
8	Building Manager	Secretary	Email	30.05.17	Providing an updated tender document for issue to contractors.
<b>C</b>					<b>Fire call-out</b>
9	Strata Committee	Building Manager	Email	05.06.17	Reporting on a fire call-out sourced to both U1305 & Shop 12.
10	Building Manager	Alan Walsh	Email	05.06.17	Asking whether U1305 is aware that it triggered the call-out.
<b>D</b>					<b>Garden Offer</b>
11	Strata Committee	G&LC Secretary	Email	22.05.17	Advising of an offer from U302 to donate 3 shrubs.
12	G&LC Secretary	Strata Committee	Email	24.05.17	Advising that the SC has no objection to accepting the offer.
<b>E</b>					<b>Gas Supply</b>
13	SC Secretary	Colin Field	Email	16.05.17	Forwarding an extract from the Gas code as requested.
14	Building Manager	SC Secretary	Email	18.05.17	Forwarding the extract from the Gas code for review and advice to the SC on implications.
<b>F</b>					<b>Interior Design</b>
15	Secretary	Catherine Whitting	Email	18.05.17	Providing information about St James Whitting eco Design.
16	Secretary	Catherine Whitting	Email	19.05.17	Offering a quote of \$6,600 for a unified design with alternatives schemes.
17	Secretary	Barrie Burns	Email	24.05.17	Advising of a local firm McRae & Lynch of Sylvania.
18	Barrie Burns	Secretary	Email	25.05.17	Asking whether he had personal experience of their work.
19	Secretary	Barrie Burns	Email	25.05.17	Providing an outline of his knowledge of the firm.
20	Catherine Whitting	Secretary	Email	25.05.17	Advising that decisions on other work will delay consideration of this assignment for some weeks.
<b>G</b>					<b>Optus Rent Arrears</b>
21	Optus	Alan Walsh	Email	20.05.17	Forwarding further documents in support of the licence fee being paid from 03.02.12.
22	Building Manager	Alan Walsh	Email	22.05.17	Asking for comment on various records relating to Optus' access to the site for installation.
23	Alan Walsh	Building Manager	Email	23.05.17	Providing on comments on the matters raised.
24	Optus	Alan Walsh	Email	23.05.17	Forwarding further documents relating to the date access was available to Optus for installation.
25	Optus	Alan Walsh	Email	25.05.17	Forwarding more documentation relating to the timing of work on site and a schedule of key dates.
26	Alan Walsh	Optus	Email	26.05.17	Requesting a teleconference.
27	Optus	Alan Walsh	Email	26.05.17	Proposing a compromise date of 15.10.12 for the commencement of payment of the licence fee.
28	Alan Walsh	Optus	Email	29.05.17	Advising he is trying to locate a key document for review.
29	Optus	Alan Walsh	Email	29.01.17	Advising that the SC will accept a start date of 15 <sup>th</sup> Oct. 2012.
30	Alan Walsh	Optus	Email	01.06.17	Advising that he will seek to confirm the proposed date and arrange payment of the arrears.
31	Alan Walsh	Optus	Email	01.06.17	Requesting a copy of the executed licence agreement.
32	Optus	Alan Walsh	Email	01.06.17	Forwarding the executed licence agreement as requested.
33	Optus	Alan Walsh	Email	02.06.17	Forwarding contact and banking details of the strata manager.
34	Alan Walsh	Optus	Email	06.06.17	Advising of manager's approval for the proposed settlement.
<b>H</b>					<b>Painting Contract</b>
35	Secretary	Building Manager	Email	18.05.17	Forwarding details of costs claimed for repair of the podium.
36	Building Manager	Secretary	Email	18.05.17	Advising the details of podium repair were acceptable but that there remain issues to be resolved with other bits of the claim.

37	Building Manager	Secretary	Email	09.06.17	Asking whether a final claim for payment has been received.
38	Secretary	Building Manager	Email	09.06.17	Advising that he was advised last week that the issue of a final invoice is with their accounts section.
<b>I</b>					<b>Parking</b>
39	Strata Manager	Secretary	Email	26.05.17	Asking that a Notice to Comply be issued to U504 concerning parking contrary to bylaw 2.
40	Building Manager	Alan Walsh	Email	28.05.17	Asking why plastic bollards were placed to prevent parking next to a skip bin in the visitor car park.
41	Strata Committee	Alan Walsh	Email	07.06.17	Reporting on an enquiry to Fair Trading concerning parking on common property where lot owners have more cars than allocated spaces.
42	Strata Committee	Alan Walsh	Email	08.06.17	Forwarding confirmation from Fair Trading and issuing a draft notice to residents for review.
<b>J</b>					<b>Renovation U502</b>
43	Strata Committee	Building Manager	Email	09.06.17	Forwarding an application for bathroom renovation from U502.
44	Building Manager	Alan Walsh	Email	09.06.17	Noting that the indemnity declaration is missing.
45	Alan Walsh	Building Manager	Email	09.06.17	Advising that the missing form will be lodged at the SC meeting next Tuesday.
46	Strata Committee	Alan Walsh	Email	11.06.17	Issuing a revised draft SPBL 51 for the proposed bathroom renovation in U502 for review at the next SC meeting.
<b>K</b>					<b>Shop 12: New Gym Proprietor</b>
47	Strata Committee	Building Manager	Email	30.05.17	Advising that a meeting has been arranged for Mon. 5 <sup>th</sup> June.
48	Building Manager	Alan Walsh	Email	30.05.17	Asking that SPBL 39, Development Consent conditions, electricity charge and car parking be discussed.
49	Strata Committee	Building Manager	Email	31.05.17	Forwarding plans to move the fitness area and weights area.
50	Building Manager	Alan Walsh	Email	31.05.17	Asking that the new proprietor be advised that group training is precluded by the development consent.
51	Building Manager	Alan Walsh	Email	31.05.17	Advising that we can only bring the matter to attention and it is up to Council to enforce the consent conditions.
52	Strata Committee	David Noonan	Email	02.06.17	Confirming meeting time of 3pm.
53	Building Manager	Secretary	Email	02.06.17	Forwarding an agenda for Monday's meeting.
<b>L</b>					<b>Stair Pressurisation</b>
54	Strata Committee	Secretary	Email	16.05.17	Forwarding a revised fee proposal from Engineered Environments for the investigation of multiple options.
55	Consultants	Secretary	Email	17.05.17	Giving notice of a workshop to review options and identify the best option or options for further investigation.
56	SC + Consultants	Secretary	Email	02.06.17	Forwarding background papers for workshop on 6 <sup>th</sup> June.
57	Secretary	Richard Hartley	Email	03.06.17	Advising inability to attend the proposed workshop.
58	Building Manager	Secretary	Email	05.06.17	Forwarding a drawing of the lift motor room level and proposed exhaust routes.
59	SC + Consultants	Secretary	Email	07.06.17	Issuing minutes off the workshop and worksheet summarizing evaluation of the exhaust route options.
60	Secretary	Colin Field	Email	07.06.17	Advising that he will revise his fee proposal.
61	Secretary	Colin Field	Email	09.06.16	Forwarding a photo of a garbage disposal hopper in Breeze.
<b>M</b>					<b>Terrace Access</b>
62	Building Manager	Secretary	Email	29.05.17	Forwarding a draft letter concerning improving access to the L1 terrace.
63	Patricia MacAlpine	Secretary	Paper	29.05.17	Advising the procedure for raising a proposal for improving the common property.
<b>N</b>					<b>Miscellaneous</b>
64	Owners Corporation	SC Secretary	Email	18.05.17	Issuing Minutes of the May SC meeting plus addenda.
65	Strata Committee	Building Manager	Email	18.05.17	Reporting on discussion concerning the installation of a book case for the proposed lending library in the B3 lift lobby.
66	Secretary	Wolly Negroh	Email	22.05.17	Asking that his email address be altered.
67	Owners Corporation	Secretary	Email	24.05.17	Issuing the SC Newsletter for May.
68	Owners Corporation	G&L Committee	Email	27.05.17	Issuing May G&LC Newsletter.
69	Strata Committee	Building Manager	Email	30.05.17	Forwarding a newsletter with info. on TPG's network expansion.
70	June Lesslie	Secretary	Email	05.06.17	Re-issuing the Minutes of the May SC meeting and addenda to an updated email address.
71	Secretary	Alan Johnson	Email	08.06.17	Advising that he considered the "Just a Minute" newsletter a good initiative.
72	Strata Committee	Arthur Matthews	Email	11.06.17	Requesting approval to fix eyelets to secure balcony furniture.
73	Strata Committee	Building Manager	Email	13.06.17	Issuing the BM's report for the preceding month.