

# Strata Committee Correspondence

## 13<sup>th</sup> June to 11<sup>th</sup> July, 2017

Min	To	From	Type	Date	Issue / Content
<b>A</b>					<b>By-Laws</b>
1	Strata Manager	Secretary	Email	15.06.17	Asking that approval be sought from 5 Shop owners for a proposed amendment to the grease trap by-law (SPBL 25)
2	Secretary	Strata Manager	Email	15.06.17	Forwarding copies of letters to the 5 Shops that have mechanical equipment installed on the common property asking for agreement to a proposed by-law to authorize the installation.
3	Building Manager	Alan Walsh	Email	15.06.17	Asking for Shop 10's available car parking space to be measured following installation of storage.
4	Alan Walsh	Building Manager	Email	16.06.17	Advising on approval process in 2008 and providing measurement requested.
5	Secretary	Strata Manager	Email	16.06.17	Asking whether explanatory letters have been drafted for the issue of proposed grease trap amendment to affected Shops.
6	Strata Manager	Secretary	Email	16.06.17	Forwarding an explanatory letter for issue to Shops affected by a proposed amendment to the grease trap by-law.
7	Strata Manager	Secretary	Email	18.16.17	Asking for advice on progress in registering by-laws approved by the extraordinary general meeting in March.
8	Secretary	Strata Manager	Email	19.06.17	Advising that the certificate of title for by-law changes approved in March has been received only recently.
9	Strata Manager	Secretary	Email	19.06.17	Providing a draft letter to Shop 11 concerning a by-law for mechanical equipment installed on common property.
10	Strata Manager	Secretary	Email	19.06.17	Providing a draft letter to Shop 1 concerning a by-law for mechanical plant installed on common property.
11	Secretary	Alan Walsh	Email	21.06.17	Reporting on the by-law registration process and that a by-law is effective from the date of passing at a general meeting.
12	Strata Manager	Secretary	Email	24.06.17	Providing a draft letter to Shop 10 concerning parking wholly within the lot's garage.
13	Strata Manager	Secretary	Email	04.07.17	Asking that the by-laws passed at the EGM on 01.07.17 be registered in due course.
<b>B</b>					<b>Common Area Lighting</b>
14	Secretary	Building Manager	Email	16.06.17	Forwarding a proposal from enLighten for installation of energy efficient lighting in common areas excluding foyers.
15	Secretary	Building Manager	Email	16.06.17	Forwarding a proposal from WBS Technology for installation of energy efficient lighting in common areas excluding foyers.
16	Secretary	Building Manager	Email	27.06.17	Forwarding a proposal from Prolume for installation of energy efficient lighting in common areas excluding foyers.
17	Building Manager	Secretary	Email	03.07.17	Requesting additional information from 3 tenderers.
18	Building Manager	Secretary	Email	04.07.17	Forwarding additional information from WS on the basis of its projected cost savings.
19	Building Manager	Secretary	Email	04.07.17	Forwarding additional information from enLighten on the basis of its projected cost savings.
20	Building Manager	Secretary	Email	04.07.17	Forwarding advice on the costs of the current electricity supply.
21	Secretary	Building Manager	Email	10.07.17	Forwarding further information from Prolume concerning cost and payback time.
<b>C</b>					<b>General Meetings</b>
22	Strata Manager	Secretary	Email	15.06.17	Seeking advice on availability to chair general meetings proposed for 1 <sup>st</sup> July and 9 <sup>th</sup> September.
23	Strata Manager	Secretary	Email	16.06.17	Forwarding the draft notice of meeting and explanatory notes for an extraordinary general meeting proposed for 1 <sup>st</sup> July.
24	Strata Manager	Secretary	Email	16.06.17	Advising his availability for both general meetings.
25	Strata Manager	Secretary	Email	19.06.17	Forwarding the Extraordinary General Meeting notice for the 1 <sup>st</sup> July and associated papers for issue to owners.
26	Secretary	Strata Manager	Email	20.06.17	Asking if the venues have been booked for the proposed general meeting dates.
27	Strata Manager	Secretary	Email	21.06.17	Confirming that the Cronulla RSL has confirmed bookings for both dates.
28	Lot Owners	Strata Manager	Email	21.06.17	Notice of an extraordinary general meeting (EGM) on 1 <sup>st</sup> July.
29	Strata Manager	Secretary	Email	21.06.17	Clarifying the location of the EGM within the RSL club.
30	Strata Committee	Strata Manager	Email	30.06.17	Advising that Brooke Abbott will chair the EGM.
31	Alan Johnson	Secretary	Email	01.07.17	Suggesting an advice to the strata manager accepting notices of meetings by email.
32	Strata Manager	Alan Johnson	Email	01.07.17	Advising consent to the issue of notices via email.
33	Secretary	Strata Manager	Email	03.07.17	Issuing draft EGM minutes for review.
34	Strata Manager	Secretary	Email	03.07.17	Providing comments on the draft minutes.
35	Owners Corp.	Strata Manager	Email	04.07.17	Issuing minutes of the EGM on 1 <sup>st</sup> July.

<b>D</b>					<b>Interior Design</b>
36	Secretary	Kananda Interiors	Email	19.06.17	Responding to an invitation to submit a proposal asking for clarification of the nature of the service required.
37	Kananda Interiors	Secretary	Email	19.06.17	Forwarding an outline brief for the service and requesting time to meet on site.
38	Secretary	McRae & Lynch	Email	19.06.17	Responding to an invitation to submit a proposal by proposing a site visit in early July.
39	McRae & Lynch	Secretary	Email	19.06.17	Forwarding an outline brief for the service and requesting time asking for a meet on site prior to the end of June.
40	Secretary	McRae & Lynch	Email	20.06.17	Proposing a meeting on site on Wednesday 28 <sup>th</sup> June.
41	McRae & Lynch	Secretary	Email	21.06.17	Accepting the proposal to meet on site on 28 <sup>th</sup> June.
42	Secretary	Karanda	Email	26.06.17	Confirming interest in the project and advising terms.
43	Karanda	Secretary	Email	27.06.17	Accepting proposal to meet on site on 3 <sup>rd</sup> July.
44	Secretary	McRae & Lynch	Email	03.07.17	Forwarding a fee proposal.
45	Secretary	Karanda	Email	04.07.17	Forwarding an invoice for \$187.50 incl. GST. for initial meeting.
46	Karanda	Secretary	Email	05.07.16	Forwarding a fee proposal.
47	Strata Committee	Denise Bramble	Email	06.07.17	Requesting consideration be given to relocating the letter boxes to the foyer interior.

<b>E</b>					<b>Optus Lease Arrears</b>
48	Optus	Alan Walsh	Email	13.06.17	Forwarding signed Acceptance of Licence Commencement date.
49	Alan Walsh	Optus	Email	13.06.17	Advising that the arrears of \$8,835.93 will paid by 14.07.17.
50	Secretary	Alan Walsh	Email	21.06.17	Forwarding documents relating to settlement of the Optus rent dispute.

<b>F</b>					<b>Parking</b>
51	Strata Committee	Building Manager	Email	17.06.17	Forwarding explanation from U904 concerning parking breach.
52	Building Manager	Secretary	Email	21.06.17	Forwarding notice to residents concerning compliance with parking signage.
53	Strata Manager	Secretary	Email	21.06.17	Asking that the cost of \$137.50 for the repair of the Visitor Car Park barrier be added to the lot owners levies.
54	Building Manager	Alan Walsh	Email	24.06.17	Forwarding a note concerning a visitor parking in a B1 common parking space.
55	Strata Manager	Secretary	Email	24.06.17	Forwarding the text of a letter to be sent to Shop 10 concerning its parking spaces.
56	Alan Walsh	Building Manager	Email	26.01.17	Advising why the relief building manager parked on B1.
57	Building Manager	Strata Committee	Email	27.06.17	Reporting on a tenant exceeding time limits on B1.
58	Building Manager	Strata Committee	Email	27.06.17	Querying the status of vehicle DNX12F.
59	Strata Manager	Secretary	Email	27.06.17	Requesting a letter be sent to Mr. Southall concerning vehicle 000164.
60	Strata Committee	Building Manager	Email	05.07.16	Forwarding a photo of storage in Shop 6 parking bay.
61	Secretary	A & P Matthews	Email	08.07.17	Forwarding a letter concerning proposed parking by-law.
61	Secretary	Strata Manager	Email	10.07.17	Forwarding a copy of a letter to Shop 3 for our records.
63	Secretary	Strata Manager	Email	11.06.17	Forwarding a copy of a letter to Shop 10 for our records.

<b>G</b>					<b>Quantity Surveyor</b>
64	Mitchell Brandtman	Secretary	Email	21.06.17	Forwarding a brief for the preparation of a budget estimate for the stair pressurization and foyer upgrade project.
65	Secretary	Mitchell Brandtman	Email	22.06.17	Providing a fee proposal amounting to \$2,750 for a detailed project cost analysis and budget estimate.
66	Mitchell Brandtman	Secretary	Email	28.06.17	Forwarding acceptance of fee proposal.

<b>H</b>					<b>Repair &amp; Repaint</b>
67	Secretary	Higgins	Email	19.06.17	Providing a statement of final cost as requested, which amounts to \$428,784 inc GST.
68	Building Manager	Secretary	Email	23.06.17	Advising concurrence with the details of the statement of final cost and recommending payment.
69	Secretary & Treasurer	Building Manager	Email	26.06.17	Forwarding invoice of \$23,542 for final progress payment excluding retention sum.

<b>I</b>					<b>Shop 12: Gymnasium</b>
70	Strata Manager	Secretary	Email	19.16.17	Forwarding a draft letter for issue to the owner of Shop 12 (gymnasium) concerning removal of redundant pipes.
71	Secretary	Strata Manager	Email	03.07.17	Forwarding a letter from the lot owners solicitor proposing an amendment to By-law 26 (Grease Trap.)
72	Strata Manager	Secretary	Email	03.07.17	Commenting on the by-law proposed by the lot owner.
73	Building Manager	Secretary	Email	04.07.17	Advising that the strata manager understood that the lot owner intended to remove redundant services from common property.
74	Strata Manager	Building Manager	Email	04.07.17	Forwarding photos of redundant services to be removed.
	Secretary	Strata Manager	Email	10.07.17	Forwarding a letter from the owners solicitor with the agreed amendment of the grease trap by-law

<b>J</b>					<b>Stair Pressurisation</b>
75	Eng. Environments.	Secretary	Email	16.06.17	Advising of acceptance of fee of \$8,100 for mechanical design and documentation.
76	Secretary	Eng. Environments	Email	16.06.17	Advising a program for the service will be advised next week.
77	Eng. Environments.	Secretary	Email	27.06.17	Issuing preliminary drawings for review.
78	BCA Certifier	Secretary	Email	29.06.17	Asking for an opinion as to whether the proposed development would be deemed to be a complying development.
79	Secretary	Fire Engineer	Email	02.07.17	Issuing an invoice for \$660 for services rendered.
80	Secretary	Arthur Matthews	Email	02.07.17	Requesting an information meeting to brief lot owners.
81	Arthur Matthews	Secretary	Email	03.07.17	Advising that the process of providing information to lot owners will be discussed at the next SC meeting.
82	Secretary	Richard Hartley	Email	03.07.17	Forwarding details of a kitchen exhaust company.
83	Secretary	Eng. Environments	Email	03.07.17	Forwarding an opinion of cost for mechanical work of \$181K.
84	Secretary	Air and water filtration solutions	Email	03.07.17	Requesting a contact number so that a site visit can be arranged.
85	AOM	Secretary	Email	03.07.17	Providing details of the commercial lots using the kitchen exhaust and suggesting a meeting on site on 08.07.17
86	Air and water filtration solutions	Secretary	Email	03.07.17	Providing details of the commercial lots using the kitchen exhaust and suggestion a meeting on site on 10.07.17
87	Secretary	BCA Certifier	Email	03.07.17	Advising his opinion that the proposed development is not a complying development.
88	BCA Certifier	Secretary	Email	04.07.17	Advising that the matter will discussed at the next SC meeting.
89	Secretary	AOM	Email	06.07.17	Providing a table that categorizes restaurants into types according to the nature of kitchen exhaust.
90	Secretary	Air and water filtration solutions	Email	11.07.17	Forwarding contact details for a specialist mechanical engineer.
<b>K</b>					<b>Terrace Balustrades</b>
91	BCA Certifier	Secretary	Email	16.01.17	Asking for confirmation that the proposed design will meet Code requirements.
92	Secretary	BCA Certifier	Email	22.06.17	Advising that the proposed design will meet Code requirements.
93	Building Manager	Secretary	Email	22.06.17	Forwarding certifier's advice and requesting tenderers be instructed accordingly.
94	Secretary	Building Manager	Email	04.07.17	Forwarding a quote from GDA of \$24,915 incl GST.
<b>L</b>					<b>Visitors Car Park Paving</b>
95	Strata Committee	Building Manager	Email	16.06.17	Reporting that the work will start in mid-July and advising that bricks may need to cut due to slight variations in size.
96	Building Manager	Secretary	Email	16.06.17	Suggesting that a test panel be undertaken to assess the process and outcome.
97	Building Manager	Treasurer	Email	20.06.17	Agreeing to a trial for assessment.
<b>M</b>					<b>Miscellaneous</b>
98	Strata Committee	Building Manager	Email	14.06.17	Forwarding an unsolicited offer to purchase the future income from the Cecil's Telco leases.
99	Arthur Matthews	Secretary	Email	16.06.17	Advising that his proposal to attach stainless steel screw eyes to his balcony wall does not require strata committee approval.
100	Owners	Secretary	Email	16.06.17	Issuing the minutes of the July SC meeting and associated documents.
101	Owners	Secretary	Email	19.06.17	Issuing the newsletter "Just a Minute"
102	Strata Committee	Building Manager	Email	19.06.17	Informing the committee of a personal matter necessitating leave on Friday 23 <sup>rd</sup> June.
103	Building Manager	Secretary	Email	29.06.17	Asking for advice on the amount of the proposed increase in cleaning costs proposed by the contractor from 01.07.17.
104	Lot Owners	G&LC Secretary	Email	29.06.17	Issuing the June G&LC Newsletter.
105	Secretary	G&LC Secretary	Email	30.06.17	Forwarding Green Options quarterly report on gardens.
106	Strata Committee	Strata Manager	Email	03.07.17	Forwarding the June financial report.
107	Strata Committee	Building Manager	Email	11.07.17	Forwarding the BM's report for the last month.