

Strata Committee Correspondence

11th July, to 25th August 2017

Min	To	From	Type	Date	Issue / Content
A					Annual General Meeting
1	Strata Manager	Secretary	Email	12.07.17	Asking the correct procedure for tabling a report to the AGM.
2	Secretary	Strata Manager	Email	12.07.17	Advising that a motion should be included in the agenda proposing "that the report be noted".
3	Strata Manager	Secretary	Email	12.07.17	Advising of arrangements and timing for papers to be issued with the notice of meeting.
4	Strata Committee	Treasurer	Email	28.07.17	Forwarding the proposed budget for 2017/18 from the strata manager.
B					Closed Circuit TV
5	Building Manager	Alan Walsh	Email	18.07.17	Requesting a plan of the current CCTV layout.
6	Alan Walsh	Building manager	Email	18.07.17	Forwarding a plan of the current CCTV camera locations and locations for 3 additional cameras.
C					DA for 49-51 Gerrale Street.
7	Strata Committee	Building Manager	Email	09.08.17	Forwarding a query from a resident concerning a development proposal for 49-51 Gerrale Street.
8	Building Manager	Secretary	Email	10.08.17	Asking for clarification of the location of the proposed development.
D					Garden & Landscape Committee
9	Owners Corporation	G&L Committee	Email	21.07.17	Issuing G&LC Annual Report.
10	Owners Corporation	G&L Committee	Email	26.07.17	Requesting unwanted Council plant vouchers.
11	Owners Corporation	G&L Committee	Email	29.07.17	Issuing G&LC July Report.
12	Owners Corporation	G&L Committee	Email	16.08.17	Providing a history of the Cecil Gardens.
E					Grease Trap By-Law
13	Strata Manager	Secretary	Email	12.07.17	Querying the need for lot owners' concurrence prior to putting an amendment to the by-law to the AGM.
14	Secretary	Strata Manager	Email	12.07.17	Advising that the by-law amendment can be put without the affected lot owners' concurrence.
15	Building Manager	Diane Raisin	Email	17.07.17	Suggesting that some restaurant operators may not be aware of the proposed change because the letter was only sent to lot owners.
16	Strata Manager	Secretary	Email	18.07.17	Asking to whom letters were sent concerning the proposed change to the by-law.
17	Secretary	Strata Manager	Email	18.07.17	Advising that letters were sent to lot owners only.
18	Alan Walsh	Building Manager	Email	26.07.17	Suggesting that the by-law amendment not be put to a general meeting until the owner of Shop 12 has removed redundant service lines.
19	Building Manager	Alan Walsh	Email	26.07.17	Advising that a draft letter was sent to SMS informing the owner of Shop 12 that the service lines must be removed within 60 days.
20	Strata Manager	Secretary	Email	30.07.17	Asking for copies of letters sent to the owner of Shop 12 concerning the removal of service lines.
21	Secretary	Strata Manager	Email	31.07.17	Forwarding copies of 2 letters sent to Mr. Petrides, the owner of Shop 12.
22	Strata Manager	Secretary	Email	21.08.17	Forwarding text for a letter to Mr. Petrides noting that the deadline for the removal of redundant service lines has expired and that removal will be arranged by the strata at the lot owners cost.
23	Secretary	Strata Manager	Email	21.08.17	Forwarding a copy of the letter sent to the owner of Shop 12 concerning the removal of redundant service lines.
F					Gymnasium Acoustics
24	Strata Committee	Building Manager	Email	27.07.17	Reporting on a meeting with the gym operator & Council.
25	Building Manager	Alan Walsh	Email	27.07.17	Reminding that the criteria was "no noise to be heard".
26	Building Manager	Secretary	Email	27.07.17	Asking that the testing of new matting be followed up.
27	Strata Committee	Building Manager	Email	17.08.17	Advising that acoustic testing is proposed at 11:30 on Saturday 19.08.17.
28	Building Manager	Diane Raisin	Email	17.08.17	Advising inability to attend.
29	Building Manager	Alan Walsh	Email	17.08.17	Advising availability to attend.
30	Alan Walsh	Building Manager	Email	17.08.17	Providing further information relating to the proposed acoustic test.

31	Building Manager	Alan Walsh	Email	17.08.17	Reporting on the acoustic tests which showed that thicker flooring provided an improvement in sound reduction.
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G Income Tax on Telco Income

32	Jay Usher	Alan Walsh	Email	27.07.17	Asking for advice on tax implications for income received if the telco leases were sold.
33	Strata Committee	Alan Walsh	Email	27.07.17	Reporting on a phone call concerning the offer to buy the Cecil's telco contracts and possible tax implications.

H Interior Design

34	Secretary	Kanandra Int. Dsgn.	Email	12.07.17	Offering to clarify their proposal if any part is unclear.
35	Kanandra Int. Dsgn.	Secretary	Email	12.07.17	Advising that the SC has decided to award the assignment to McRae & Lynch.
36	St.James Whitting	Secretary	Email	12.07.17	Advising that the SC has decided to award the assignment to McRae & Lynch.
37	McRae & Lynch	Secretary	Email	12.07.17	Advising that the SC has decided to award the assignment to McRae & Lynch.
38	Secretary	McRae & Lynch	Email	14.07.17	Asking that the quotation be signed and deposit remitted.
39	McRae & Lynch	Secretary	Email	17.07.17	Asking for a timeline to produce concepts by October.
40	Secretary	Karyn McRae	Email	01.08.17	Forwarding invoice for deposit.

I Parking

41	Strata Manager	Secretary	Email	12.07.17	Asking that corrections be made to the letter to Shop 3.
42	Secretary	Strata Manager	Email	14.07.17	Sending a copy of the corrected letter.
43	Arthur and Pam Matthews	Secretary	Email	17.07.17	Advising that consideration of their request for parking rights for their store room had been deferred.
44	Strata Manager	Secretary	Email	17.07.17	Sending text for a letter to Shop 11 concerning a number of parking issues.
45	Secretary	Strata Manager	Email	17.07.17	Sending a copy of the letter sent to Shop 11.
46	Strata Manager	Secretary	Email	17.07.17	Sending text for a letter to Shop 6 concerning use of its designated parking space for storage.
47	Secretary	Strata Manager	Email	17.07.17	Sending a copy of the letter sent to Shop 6.
48	Secretary	Arthur and Pam Matthews	Email	17.07.17	Sending a draft by-law and requesting that it be included in the Notice of Meeting for the AGM in September.
49	Strata Committee	Alan Walsh	Email	20.07.17	Forwarding an email sent to Arthur Matthews setting out the correct procedure concerning his draft motion.
50	Secretary	Arthur Matthews	Email	21.07.17	Asking to attend the August SC meeting to discuss leasing of their store room.
51	Arthur Matthews	Secretary	Email	22.07.17	Proposing a tentative time of 4:30 pm.
52	Alan Walsh	Arthur Matthews	Email	22.07.17	Forwarding an amended version of the proposed by-law for consideration.
53	Arthur Matthews	Alan Walsh	Email	22.07.17	Forwarding a further-amended version of the proposed by-law.
54	Alan Walsh & Arthur Matthews	Strata Manager	Email	24.07.17	Commenting on which section of the Act might be referenced in the proposed by-law.
55	Strata Manager	Alan Walsh	Email	24.07.17	Discussing the consequences of the by-law as presently drafted.
56	Alan Walsh	Building Manager	Email	25.07.17	Advising of breaches by CQQ80M and CPH92M.
57	Arthur Mathews	Alan Walsh	Email	26.07.17	Advising that other strata plan numbers come under the prime strata plan number of 37079.
58	Alan Walsh	Arthur Matthews	Email	26.07.17	Thanking Mr. Walsh for the explanation.
59	Alan Walsh	Strata Manager	Email	27.07.17	Advising that the Strata Living document can be relied upon
60	Building Manager	Alan Walsh	Email	30.07.17	Noting breaches by DKK76N and CPH92M.
61	Building Manager	Alan Walsh	Email	30.07.17	Asking whether a vehicle owner has changed status from visitor to resident.
62	Alan Walsh	Building Manager	Email	31.07.17	Advising that the vehicle owner is a visitor.
63	Arthur Matthews	Secretary	Email	22.08.17	Proposing that Mr.& Mrs. Matthews attend the SC meeting at 4pm.

J Stair Pressurisation

64	Colin Field	Secretary	Email	12.07.17	Providing an update on an alternative route for the lift lobby air relief duct and timing of a presentation to lot owners.
65	Secretary	Colin Field	Email	12.07.17	Advising that he is on leave until 16.07.17.
66	Quantity Surveyor	Secretary	Email	12.07.17	Providing an update on the program and likely timing of a presentation to lot owners.

K Task Force By-laws

67	Alan Walsh	Strata Manager	Email	27.07.17	Advising that consent has been received from the owner of Shops 4, 5 & 6.
68	Strata Manager	Alan Walsh	Email	27.07.17	Forwarding text for a reminder letter Shops 2, 3, 7/8 & 9.
69	Strata Manager	Alan Walsh	Email	27.07.17	Forwarding text for a reminder letter Shops 1.
70	Strata Manager	Alan Walsh	Email	27.07.17	Forwarding text for a reminder letter Shops 11.
71	Alan Walsh	Strata Manager	Email	27.07.17	Advising that agreement has been received from Shop 3.

72	Strata Manager	Alan Walsh	Email	27.07.17	Asking to be advised when additional agreements are received.
73	Alan Walsh	Strata Manager	Email	15.08.17	Advising that consent has been received also from the owner of shops 7&8
74	Strata Manager	Alan Walsh	Email	16.08.17	Advising that signed consent has been received also from Shop 11.

L

Terrace Pavement Cleaning

75	Strata Committee	Building Manager	Email	14.07.17	Forwarding a quotation from Green Options for the pressure cleaning of terrace pavers.
76	Building Manager	Alan Walsh	Email	14.07.17	Asking why the work needed to proceed now and suggesting a second quote.
77	Alan Walsh	Building Manager	Email	17.07.17	Advising that the matter would be included in his report to the next strata meeting.
78	Building Manager	Alan Walsh	Email	18.07.17	Asking how the quote was initiated.

M

TPG Mobile Network Rollout

79	Strata Committee	Building Manager	Email	09.08.17	Forwarding an outline proposal from TPG for a lease of roof top space.
80	Building Manager	Alan Walsh	Email	09.08.17	Advising that the BM should be nominated as the contact & that the matter will be discussed at the next SC meeting.

N

U803 Flooring

81	Strata Manager	Building Manager	Email	02.08.17	Forwarding photos of water damaged flooring and enquiring weather damage would be covered by the Cecil's insurance.
82	Building Manager	Strata Manager	Email	02.08.17	Advising that floating flooring is not covered by the Cecil's insurance policy.

O

U304 Kitchen

83	Strata Committee	Building Manager	Email	17.07.17	Forwarding an application for renovation of the kitchen.
84	Building Manager	Secretary	Email	30.07.17	Asking whether the proposed work is a "minor renovation".
85	Secretary	Building Manager	Email	31.07.17	Advising that the proposed work is a "minor renovation."

P

Vodafone Equipment

86	Alan Walsh	Strata Manager	Email	21.08.17	Forwarding a request from Vodafone for an additional antenna and associated wiring.
87	Strata Manager	Alan Walsh	Email	21.08.17	Providing comments on the authority of Huawei to act on behalf of Vodafone.
88	Strata Manager	Alan Walsh	Email	22.08.17	Advising that there will be no objection to the proposal once proper authority is established.
89	Alan Walsh	Strata Manager	Email	22.08.17	Forwarding a letter from Vodafone authorizing Huawei to act on its behalf in this matter.

Q

Miscellaneous

90	Mrs. Bramble	Secretary	Email	12.07.17	Advising that the building manager can arrange for secure locks for letter boxes.
91	Colin Field	Secretary	Email	12.07.17	Asking whether Engineered Environments has the capacity to advise on the Cecil's gas installation.
92	Owners Corporation	Secretary	Email	13.07.17	Issuing minutes of the strata committee meeting of 11.07.17.
93	Lease Advisers	Secretary	Email	17.07.17	Advising that the Cecil prefers to self-manage its telco leases.
94	Strata Committee	Building Manager	Email	17.07.17	Reporting details of the fire alarm 3:18am on 15.07.17.
95	Alan Walsh	Strata Manager	Email	17.07.17	Advising that letter box locks of other strata schemes have been replaced by special resolution at owners' corporation expense.
96	Strata Committee	Building Manager	Email	09.08.17	Advising that the annual testing of fire safety has been arranged and that access requirements will be advised.
97	Secretary	Louise Campbell	Paper	19.08.17	Lodging a claim for reimbursement of taxi costs due to the malfunctioning of the garage roller door.
98	Strata Committee	Building Manager	Email	25.08.17	Forwarding BM report for the preceding month.