

Strata Committee Correspondence

25th August to 29th September 2017

Min	To	From	Type	Date	Issue / Content
A					Access System
1	Strata Committee	Building Manager	Email	10.09.17	Advising of a partial failure of the access system.
2	Building Manager	Alan Walsh	Email	20.09.17	Reiterating a request for a copy of the tag register.
3	Alan Walsh	Building Manager	Email	25.09.17	Forwarding the tag register as requested.
4	Building Manager	Alan Walsh	Email	25.09.17	Asking whether the register can be sorted by tag number.
5	Alan Walsh	Building Manager	Email	25.09.17	Advising on a computer problem and an inability using the current system to sort by tag number.
B					Annual General Meeting (AGM)
6	Strata Manager	Secretary	Email	28.08.17	Forwarding documents for issue with the Notice of Meeting.
7	Strata Manager	Secretary	Email	29.08.17	Advising that the Strata Committee (SC) has resolved that the Agency Agreement should run its full term of 3 years.
8	Secretary	Strata Manager	Email	29.08.17	Advising that the new SSM Act requires a report to the AGM on commissions to be submitted by Strata Manager.
9	Secretary	Strata Manager	Email	30.08.17	Asking for a copy of the minutes of the last SC meeting.
10	Secretary	Strata Manager	Email	30.08.17	Forwarding the draft notice for the AGM for review.
11	Strata Manager	Secretary	Email	31.08.17	Providing comments on the draft Notice.
12	Owners Corporation	Strata Manager	Email	31.08.17	Issuing the Notice for the AGM.
13	Owners Corporation	Strata Manager	Email	31.08.17	Issuing further attachments to the AGM Notice.
14	Strata Manager	Secretary	Email	31.08.17	Asking that formatting issues in the AGM Notice be corrected and issued to the Owners Corporation.
15	Strata Manager	Secretary	Email	01.09.17	Forwarding notes for motions 24 and 25.
16	Owners Corporation	Strata Manager	Email	04.09.17	Issuing updated notes on motions and the proposed budget.
17	Strata Manager	Secretary	Email	04.09.17	Providing supplementary notes for the AGM chair.
18	Secretary	Arthur Matthews	Email	07.09.17	Advising legal opinion that the proposed amendment to by-law 31 may contradict provisions of the SSM Act.
19	Strata Manager	Secretary	Email	08.09.17	Asking for advice on the legal opinion from Mr. Matthews.
20	Secretary	Strata Manager	Email	08.09.17	Clarifying the intent of the section of the Act cited by Mr. Matthews and advising a behavioral by-law may be passed.
21	Arthur Matthews	Secretary	Email	08.09.17	Advising that the AGM Notice cannot be altered as requested due to the statutory time limit imposed by the Act.
22	Strata Manager	Secretary	Email	08.09.17	Asking for clarification on voting rights of co-owners of a lot.
23	Strata Committee	Strata Manager	Email	12.09.17	Issuing draft minutes for the AGM.
24	Strata Manager	Alan Walsh	Email	12.09.17	Suggesting amendments to the AGM minutes.
25	Strata Manager	Secretary	Email	13.09.17	Providing further amendments to the AGM minutes.
26	Strata Manager	Secretary	Email	13.09.17	Forwarding the final version of AGM minutes for general issue.
C					By-Laws
27	Strata Manager	Alan Walsh	Email	29.08.17	Reiterating the need for a by-law for Shop 9 plant in the common property and asking that the owner be contacted.
28	Strata Manager	Secretary	Email	13.09.17	Forwarding copies of letters sent to Shop 1 for approval of a proposed by-law for plant installed on common property.
29	Secretary	Alan Walsh	Email	19.09.17	Proposing that the SC discuss how to progress the adoption of the draft by-law for Shop 1 plant on common property.
30	Secretary	Alan Walsh	Email	20.09.17	Forwarding an updated master list of all by-laws and a list of new by-laws for registration.
31	Secretary	Building Manager	Email	29.08.17	Clarifying what plant serving Shops 2 & 9 is installed on common property.
D					Garden & Landscape Committee
32	Strata Committee	Arthur Matthews	Email	31.08.17	Issuing the G&LC August newsletter.
33	Arthur Matthews	Strata Committee	Email	13.09.17	Providing comment on the "History of the Cecil Apartments Gardens".
E					Gas Supply
34	Secretary	Colin Field	Email	28.08.17	Advising contact details of an hydraulic consultant.
35	Geoff Bush	Secretary	Email	05.09.17	Asking for a fee proposal to provide a report on the Cecil's gas supply to commercial premises.
36	Secretary	Geoff Bush	Email	10.09.17	Forwarding a fee proposal at hourly rates.
37	Geoff Bush	Secretary	Email	11.09.17	Accepting the fee proposal and providing some details for clarification of the scope of the advice required.

F					Insurance
38	Strata Committee	Strata Manager	Email	29.08.17	Forwarding the insurance certificate that will be attached to the Notice of meeting.
39	Secretary	Strata Manager	Email	05.09.17	Forwarding Insurance renewal terms and related fact sheet.
40	Building Manager	Alan Walsh	Email	19.09.17	Asking for a report on the storage of goods by proprietors in the service corridor.
G					Interior Design
41	Karyn McRae	Secretary	Email	01.09.17	Asking that a meeting be arranged.
42	Karyn McRae	Secretary	Email	05.09.17	Forwarding drawings of the foyer and lift lobbies.
43	Secretary	Karyn McRae	Email	06.09.17	Confirming a meeting on 14 th September to inspect the site.
H					Level 1 Balustrading
44	Secretary	Building Manager	Email	14.09.17	Forwarding a detail using a glass panel proposed by GDA for the SE corner.
45	Building Manager	Secretary	Email	15.09.17	Agreeing to a glass panel but requesting a different shape.
46	Secretary	Wally Negroh	Email	26.09.17	Advising that amongst other matters he requires a request for approval to enter his terrace prior to work proceeding.
47	Building Manager	Secretary	Email	27.09.17	Asking that a meeting be arranged with Wally Negroh.
48	Secretary	Building Manager	Email	27.09.17	Advising that Wally Negroh is away till next week.
I					Parking
49	Strata Committee	Building Manager	Email	31.08.17	Forwarding an email from Sharyn McGuinness concerning alleged parking infringements.
50	Building Manager	Alan Walsh	Email	31.08.17	Asking for more information concerning the alleged parking infringements.
51	Strata Manager	Secretary	Email	05.09.17	Forwarding text for a letter to Shop 6 concerning storage in its parking bay.
52	Secretary	Strata Manager	Email	05.09.17	Forwarding a copy of the letter sent by SMS to Shop 6.
53	Secretary	Gordon Williams	Email	06.09.17	Suggesting that a register be created of residents seeking a garage or store to lease.
54	Gordon Williams	Secretary	Email	08.09.17	Advising that his suggestion will be discussed at the next SC meeting.
55	Secretary	Alex Tomalaris	Email	12.09.17	Advising that his son is now a resident.
56	Strata Manager	Secretary	Email	13.09.17	Requesting copies of letters sent to U101.
57	Sharyn McGuinness	Secretary	Email	13.09.17	Seeking to clarify issues raised in recent communications concerning parking.
58	Strata Manager	Secretary	Email	15.09.17	Forwarding the text of a letter to be sent to U101 concerning parking infringements.
59	Secretary	Strata Manager	Email	18.09.17	Forwarding a copy of the letter sent to U101.
60	Secretary	Alan Walsh	Email	20.09.17	Proposing a change to short term parking arrangements for discussion at the next SC meeting.
61	Strata Committee	Alan Walsh	Email	22.09.17	Proposing further discussion concerning the lot owners' request for parking rights for lot 100.
J					Stair Pressurisation
62	Colin Field	Secretary	Email	15.09.17	Advising that the kitchen exhaust duct is to be considered as an alternative to using the garbage chute for air relief.
63	Colin Field	Secretary	Email	15.09.17	Forwarding contact details of 2 firms that supply air treatment plant.
K					Shop 7/8 (formerly Sombreros)
64	Strata Committee	Building Manager	Email	26.09.17	Forwarding an application from the lot owner to split the combined lots into two individual lots.
65	Building Manager	Secretary	Email	26.09.17	Asking whether a development application has been prepared.
K					Shop 12
66	Building Manager	Snap Fitness	Email	29.08.17	Asking permission to store spare items in one off their parking bays on B1.
67	Snap Fitness	Building Manager	Email	29.08.17	Advising that approval from the SC is unlikely.
68	Strata Manager	Secretary	Email	25.09.17	Requesting confirmation that Shop 12 has not responded to a letter concerning removal of redundant service lines.
69	Secretary	Strata Manager	Email	25.09.17	Advising that the owner of Shop 12 has not responded to the letter concerning redundant service lines.
L					Strata Committee
70	Secretary	Barry Brathwaite	Email	18.09.17	Commenting on the allocation of the role of Treasurer for the coming year to someone without a financial background.
71	Secretary	Barry Brathwaite	Email	21.09/17	Offering advice on the role of the strata committee and the strata auditor under the Strata Schemes Management Act.

M Telco Matters

72	Strata Manager	Alan Walsh	Email	29.08.17	Forwarding a signed form to Aurecon consenting to proposed Vodafone construction work.
73	Jay Usher	Alan Walsh	Email	30.08.17	Confirming "Lease Advisers" that the Cecil will continue to self-manage its telco leases.
74	Alan Walsh	Jay Usher	Email	07.09.17	Offering to prepare a proposal for the sale of leases at a future date if requested by the strata.

N Unit 205 Flooring

75	Strata Manager	Building Manager	Email	25.09.17	Forwarding photos of water damage to a timber floating floor possibly caused by a sewer blockage.
76	Building Manager	Strata Manager	Email	25.09.17	Advising that floating timber floors are not covered by the strata insurance policy.

O Unit 1203, 1204 Garages

77	Strata Committee	Building Manager	Email	25.09.17	Advising of a verbal request to replace the existing garage doors with a single double door.
78	Strata Committee	Building Manager	Email	25.09.17	Forwarding an email from Ray McMartin formalizing the request for approval to replace the garage doors.

N Miscellaneous

79	Strata Committee	Building Manager	Email	28.08.17	Advising that a Council rubbish collection has been arranged for 4 th October.
80	Owners Corporation	Secretary	Email	30.08.17	Issuing minutes of the 25.08.17 strata committee meeting.
81	Owners Corporation	Secretary	Email	13.09.17	Issuing minutes of the 09.09.17 strata committee meeting.
82	Owners Corporation	Secretary	Email	18.09.17	Issuing "Just a Minute" newsletter for September.
83	Strata Committee	Chair	Email	19.09.17	Proposing a time limit for documents posted to the building's notice boards.
84	Strata Committee	Building Manager	Email	25.09.17	Forwarding advice from TPG that a date for the site survey has not been fixed.
85	Strata Committee	Building Manager	Email	27.09.17	Forwarding a suggestion from Mark Ridge U305 that solar power might be worth reviewing given power price rises.
86	Strata Committee	Building Manager	Email	29.09.17	Forwarding the BM's report for the preceding month.