

Strata Committee Correspondence

29th September to 27th October 2017

Min	To	From	Type	Date	Issue / Content
A					Building Manager Remuneration
1	Secretary	Barry Braithwaite	Email	09.10.17	Asking to be advised of any increase in the BM's remuneration for the coming year 2017/18.
2	Barry Braithwaite	Secretary	Email	12.10.17	Advising that it had been agreed that no increase be paid.
B					By-laws for Commercial Plant
3	Strata Manager	Alan Walsh	Email	30.09.17	Asking for confirmation that the owner of Shop 1 had not consented to the proposed by-law.
4	Alan Walsh	Strata Manager	Email	03.10.17	Advising the name of the owner and confirming that no consent had been received.
C					Financial Reports
5	Alan Walsh	Strata Manager	Email	04.10.17	Forwarding the non-levy income statement, clarifying apparent discrepancies in the levy income statement and advising that the ATO has refunded an income tax payment.
6	Strata Committee	Strata Manager	Email	05.10.17	Providing financial reports for September.
D					Insurance
7	Strata Manager	Alan Walsh	Email	30.09.17	Asking for clarification of renewal conditions.
8	Alan Walsh	Strata Manager	Email	05.10.17	Advising information on issues raised.
9	Building Manager	Secretary	Email	05.10.17	Asking for conformation of a building survey in mid-June.
10	Secretary	Building Manager	Email	05.10.17	Advising the survey may have taken place on 23 rd June, a day he was on site.
11	Secretary	Building Manager	Email	09.10.17	Reporting on actions he has initiated in response to the insurer's reinsurance conditions.
12	Strata Manager	Secretary	Email	10.10.17	Asking for future inspections to be arranged with the BM prior to inspection.
13	Secretary	Strata Manager	Email	10.10.17	Advising that future inspections will be arranged with the Building Manager.
E					Interior Design
14	Helen Lynch	Secretary	Email	09.10.17	Inviting McRae & Lynch to the next strata committee (SC) meeting on 24 th October.
15	Helen Lynch	Secretary	Email	11.10.17	Advising that the SC meeting has been changed to 27 th Oct.
16	Secretary	Helen Lynch	Email	12.10.17	Confirming attendance.
F					Level 1 Handrails.
17	Building Manager	Secretary	Email	05.10.17	Forwarding an updated drawing for the "heritage" handrail and asking that AGD be asked to provide a price.
18	Secretary	Building Manager	Email	06.10.17	Forwarding a photo from GDA of a similar installation.
19	Building Manager	Secretary	Email	09.10.17	Advising that the photo is the same save for the shape of the support fin.
20	Secretary	Building Manager	Email	12.10.17	Forwarding an email from G&LC alleging that the new handrails do not conform to the "building code".
21	Building Manager	Secretary	Email	12.10.17	Forwarding advice form the certifier confirming that the handrail design conforms to the building code.
22	Secretary	Building Manager	Email	12.10.17	Thanking the BM for providing the explanation.
23	Building Manager	Glass Direct Aust.	Email		Forwarding a quotation for a glass barrier in front of the wrought iron handrail.
24	Building Manager	Glass Direct Aust.	Email		Forwarding an invoice for work completed to date.
G					Parking
25	Strata Manager	Secretary	Email	05.10.17	Forwarding the text for a letter to the owners of Shop 10 re: the intrusion of parked vehicles on the common property.
26	Secretary	Strata Manager	Email	05.10.17	Forwarding a copy of the letter sent to the owners of Shop 10.
27	Secretary	Arthur Matthews	Email	08.10.17	Apologising for exceeding the B1 parking time limit on 8 th October.
H					Renovation U301
28	Strata Committee	Building Manager	Email	06.10.17	Advising of a meeting with the designer.
29	Building Manager	Strata Manager	Email	06.10.17	Advising that SMS have not received any documentation.
30	Building Manager	Secretary	Email	06.10.17	Advising that the proposed work is a major renovation and will need approval of a by-law at a General Meeting.
31	Secretary	Building Manager	Email	06.10.17	Advising that he will brief the lot owner on the approval process.

I					Solar Power
32	Building Manager	Australia Wide Solar	Email	23.10.17	Forwarding a proposal for solar power on the Cecil roof.
33	Strata Committee	Building Manager	Email	23.10.17	Advising that a site inspection can be arranged if necessary.
J					Terrace Ramps
34	Strata Committee	Building Manager	Email	12.10.17	Forwarding an email from the G&LC commenting on the need to reinstate the paving at the entrance to the terrace.
35	Building Manager	Strata Committee	Email	12.10.17	Advising that the matter of access will be on the agenda of the next SC meeting.
K					Miscellaneous
36	Building Manager	Alan Walsh	Email	30.09.17	Forwarding an updated register of residents.
37	Owners Corporation	SC Secretary	Email	05.10.17	Issuing SC minutes and associated documents for Sept.
38	Strata Committee	Building Manager	Email	11.10.17	Reporting on broken glass on Unit 100 balcony.
39	Strata Committee	Building Manager	Email	16.10.17	Forwarding the auditor's report on the owners' corporation's financial position as at 30.06.17.
40	Strata Committee	Building Manager	Email	18.10.17	Advising that the Coco Hutt and Pappas have both shut.
41	Owners Corporation	SC Secretary	Email	20.10.17	Issuing Just a Minute newsletter.
42	Strata Committee	Building Manager	Email	27.10.17	Issuing the Building Manager's Report for preceding month.