

Strata Committee Correspondence

27th October 2017 to 21st November

Min	To	From	Type	Date	Issue / Content
A					
Access Tags and Keys					
1	Building Manager	Alan Walsh	Email	14.11.17	Asking to be advised of any changes to the 25/9 version.
2	Building Manager	Alan Walsh	Email	15.11.17	Seeking advice on some gaps in numbering.
3	Building Manager	Alan Walsh	Email	15.11.17	Asking if a separate key register has been kept.
4	Alan Walsh	Building manager	Email	15.11.17	Advising that some tags were selected at random from stock and therefore issued out of sequence.
5	Alan Walsh	Building Manager	Email	20.11.17	Forwarding the updated register for the access tag system.
B					
By-Laws for Commercial Plant					
6	Strata Manager	Secretary	Email	28.10.17	Asking for clarification on the ownership of shops 4/5/6.
7	Secretary	Building Manager	Email	30.10.17	Clarifying the ownership of shops 4/5/6 and shop 1.
8	Strata Manager	Secretary	Email	16.11.17	Asking for another letter to be sent to the owner of Shop 1 requesting again approval of a by-law for plant installed on the common property.
9	Secretary	Strata Manager	Email	17.11.17	Forwarding a copy of a letter to Shop 1 requesting approval of the proposed by-law.
C					
Extraordinary General Meeting for U301					
10	Strata Manager	Building Manager	Email	30.10.17	Forwarding documents for an EGM to approve the proposed renovation of U301.
11	Building Manager	Strata Manager	Email	01.11.17	Suggesting the meeting be held on 14.11.17.
12	Strata Manager	Building Manager	Email	01.11.17	Advising that the meeting is to be held at 5pm.
13	Building Manager	Strata Manager	Email	01.11.17	Asking where the meeting is to be held.
14	Strata Manager	Building Manager	Email	01.11.17	Advising that the meeting will be held in the Cecil's foyer.
15	Owners Corporation	Strata Manager	Email	02.11.17	Issuing Notice for the EGM.
16	Building Manager	Alan Walsh	Email	13.11.17	Advising that the draft by-law proposed is not the latest version.
17	Strata Manager	Alan Walsh	Email	14.11.17	Forwarding amended version of BL53 for consideration at the EGM.
18	Strata Manager	Secretary	Email	14.11.17	Proposing the wording for amendments to the minutes of the last general meeting.
19	Owners Corporation	Strata Manager	Email	15.11.17	Issuing the minutes of the EGM held on 14.11.17.
D					
Financial Accounts					
20	Strata Committee	Barry Braithwaite	Email	05.11.17	Asking for a response to his assertion that the strata's financial accounts are "completely wrong".
21	Strata Manager	Secretary	Email	07.11.17	Forwarding Mr. Braithwaite's email for information and requesting advice on the issues raised.
22	Strata Manager	Secretary	Email	08.11.17	Advising that the issue raised relates to the omission from strata's balance sheet of a liability for refund of deposits.
23	Building Manager	Strata Manager	Email	09.11.17	Advising that the query has been referred to the auditor.
E					
Gas Supply					
24	Building Manager	Secretary	Email	28.10.17	Asking for the BM to follow up Geoff Bush concerning advice on compliance of the gas supply.
25	Secretary	Building Manager	Email	30.10.17	Forwarding advice from Geoff Bush that he is awaiting advice from the gas supplier to be included in his report.
F					
Insurance					
26	Strata Manager	Secretary	Email	30.10.17	Asking that a notice to comply be issued to the owner and tenant of Shop 1 concerning storage in the access corridor.
27	Strata Manager	Secretary	Email	21.11.17	Asking if the notice to comply has been issued.
28	Secretary	Strata Manager	Email	21.11.17	Advising that a notice was not issued because the leasing agent undertook to ensure the storage is removed.
29	Building Manager	Secretary	Email	21.11.17	Asking whether the storage has been removed.
G					
Interior Design and Lift Lobby Exhaust					
30	Mechanical Engineer	Secretary	Email	30.10.17	Asking that drawings of the alternative lift lobby exhaust be forwarded to the quantity surveyor for pricing.
31	Interior Designer	Secretary	Email	30.10.17	Asking that drawings of the draft designs for the foyer and lift lobbies be forwarded to the quantity surveyor for pricing.
32	Quantity Surveyor	Secretary	Email	30.10.17	Providing a briefing on progress in completing design options for interior design and fire stair pressurization
33	Interior Designer	Secretary	Email	07.11.17	Agreeing that the redrafting of the existing spaces did not form part of the scope of the original scope of the service.
33	Interior Designer	Secretary	Email	08.11.17	Asking that the drawings be sent to the quantity surveyor for

					pricing.
34	Secretary	Interior Designer	Email	08.11.17	Advising that 3D representations of the proposed upgrade would be an additional cost to the fee previously quoted.
35	Secretary	Interior Designer	Email	14.11.17	Sending copies of drawings and schedules issued to the quantity surveyor for pricing.
36	Secretary	Interior Designer	Email	14.11.17	Forwarding an invoice for \$1,738 incl. GST for measuring up and drafting existing foyer and lift lobbies.
37	Secretary	Engineered Enviros.	Email	16.11.17	Advising a further delay in providing a fee proposal for an alternative lift lobby air relief scheme.
H					Level 1 Terrace
38	Strata Manager	Secretary	Email	30.10.17	Advising the owners of 101 and 106 of the cost of removing their nonconforming hand railing.
39	Owners Corporation	G&LC	Email	31.10.17	Issuing the G&LC October newsletter.
40	Secretary	G&LC	Email	13.11.17	Suggesting that paving outside the access door has been left in an unsafe condition.
41	Strata Committee	Building Manager	Email	14.11.17	Reporting on his assessment of the condition of the pathway.
I					Sale of U603
42	Strata Committee	B. & L. Krywulycz	Email	20.11.17	Requesting that the floor U603 above their unit be sound-proofed prior to sale.
43	Alan Walsh	John Stevens	Email	20.11.17	Advising that the floor was installed in 2004/05 and included a high standard of sound proofing.
J					Signs
44	Secretary	Barry Braithwaite	Email	05.11.17	Asking that the building manager ensure that real estate signs in vacant shops be removed in accordance with BL31.
45	Building Manager	Secretary	Email	07.11.17	Forwarding the request for action.
46					
					Water Damage U402
47	Strata Committee	Strata Manager	Email	13.11.17	Seeking concurrence from the SC with SMS's assessment that rectification of water damage in U402 is an OC expense pursuant to motion 13 at AGM 2014.
48	Strata Manager	Building Manager	Email	14.11.17	Reporting on the scope of work necessary to repair the leak.
K					Miscellaneous
49	Owners Corporation	Secretary	Email	30.10.17	Issuing Minutes of the October Strata Committee meeting.
50	Secretary	Building Manager	Email	30.10.17	Advising the removal of empty gas bottles from B1.
51	Strata Manger	Secretary	Email	30.10.17	Asking that a letter be sent to the owner of Shops 7 and 8 advising that there is no objection in principle to the re-establishment of separate lots.
52	Building Manager	Secretary	Email	30.10.17	Asking that the owner of Units 1203 & 1204 be advised that there is no objection to the replacement of garage doors.
53	Strata Manager	Secretary	Email	30.10.17	Forwarding a draft of a letter to be sent to the owner of Shop 12 confirming that redundant piping from his lot is about to be removed at his expense.
54					
55	Strata Committee	Building Manager	Email	10.11.17	Advising that the system controlling the swipe tag system has failed and will be looked at later this day.
56	Strata Committee	Building Manager	Email	14.11.17	Advising that he has notified SMS that the electricity supply contract expires on 31 st Dec and has asked SMS to initiate a new tender.
57	Secretary	Engineered Enviros	Email	16.11.17	Providing a fee proposal for the design of an alternative lift lobby exhaust system.
58	Strata Committee	Building Manager	Email	21.11.17	Issuing the BM's report for the preceding month.