

Strata Committee Correspondence

21st November to 12th December

Min	To	From	Type	Date	Issue / Content
A					Abusive Behaviour
1	Strata Manager	Secretary	Email	24.11.17	Asking for advice on how to deal with a resident that is consistently abusive to the Building Manager.
2	Secretary	Strata Manager	Email	03.12.17	Forwarding the text for a behavioural by-law for consideration.
B					Christmas Party
3	Strata Committee	G&L Committee	Email	24.11.17	Advising that Saturday 9 th would be suitable because it closely follows the next service by the landscape contractor.
4	G&L Committee	Secretary	Email	24.11.17	Noting the advice from G&LC and advising that the date will be determined after further consultation.
5	Building Manager	G&LC	Email	27.11.17	Asking whether the L1 terrace pavers could be pressure cleaned prior to the Christmas Party.
6	Building Manager	Treasurer	Email	27.11.17	Suggesting that our cleaner clean the pavers using the Cecil's pressure cleaner.
7	Strata Committee	Building Manager	Email	27.11.17	Advising that the work would be a variation to the cleaner's normal duties and as such incur an additional charge.
8	Building Manager	Secretary	Email	29.11.17	Asking that a flyer be prepared advising that the Christmas Party will be on 9 th December.
9	Strata Committee	Building Manager	Email	05.12.17	Advising that the pressure cleaning of pavers was completed at a cost of \$182 for labour and fuel.
C					Electricity Supply
10	Strata Committee	Building Manager	Email	05.12.17	Forwarding the result of the tender of the supply of electricity to the Cecil for the next 33 months from 01.01.18.
11	Strata Committee	Building Manager	Email	06.12.17	Forwarding additional data from Energy Action.
12	Strata Committee	Building Manager	Email	06.12.17	Reporting on a conversation with the account manager for Energy Action which provided further information.
13	Building Manager	Secretary	Email	08.12.17	Advising that the BM has been authorized to accept the bid from Origin for the next 33 months.
14	Strata Manager	Building Manager	Email	08.12.17	Authorising the acceptance of Origin bid for the next 33 months.
D					Financial Matters
15	Strata Manager	Treasurer	Email	04.12.17	Asking for advice on how payments for key tag deposits would be handled by SMS and the apportioning of special by-law costs for renovations.
16	Treasurer	Strata Manager	Email	04.12.17	Advising that the questions on deposits has been forwarded to SMS's accounts section and that all the special by-laws passed recently will be registered in one lot at minimal cost.
17	Treasurer	Strata Manager	Email	05.12.17	Providing advice that relates to key deposits and not access tag deposits.
18	Strata Manager	Treasurer	Email	06.12.17	Clarifying the query concerning access card deposits and asking that \$250k from the cash Account be placed in a term deposit.
E					L1 Terrace Improvements
19	Secretary	Glass Direct Aust.	Email	24.11.17	Issuing invoice for \$23,595 for Stainless steel hand railing completed on Level 1 terrace.
20	Secretary	Building Manager	Email	24.11.17	Advising that the invoice has been forwarded to SMS for payment.
21	Building Manager	Secretary	Email	01.12.17	Forwarding upgraded drawings of the proposed ramps for use in tendering in the new year.
22	Building Manager	Alan Walsh	Email	03.12.17	Advising that after heavy rain there was no sign of water entering the overflow pipe in the ceiling of Shop 12.
23	Strata Committee	G & L Committee	Email	03.12.17	Asking for custody of the terra cotta half pipe and stainless steel grate that were formally in place at the entrance door.
24	Strata Committee	Building Manager	Email	05.12.17	Advising that the pavers have been cleaned at a cost of \$182.
F					Lighting Upgrade
25	Secretary	Strata Manager	Email	04.12.17	Advising of question from Barry Braithwaite concerning the expected cost of the light replacement program.
26	Strata Committee	Building Manager	Email	05.12.17	Advising that installation of replacement light fillings will commence in the fire stairs on 07.12.17.

27	Strata Manager	Secretary	Email	08.12.17	Advising that the answer to Mr. Braithwaite's question is to be found in the BM's report attached to the minutes.
G					Loading Dock Damage
28	Strata Mngr. & SC	Building Manager	Email	28.11.17	Advising that a delivery truck had damaged a storm water pipe attached to the ceiling of the dock.
29	Building Manager	Strata Manager	Email	8.11.17	Advising that as the driver has admitted liability there is no need to advise the strata's insurer.
H					Shop 10
30	Strata Manager	Secretary	Email	03.12.17	Asking that a letter sent to the owner of Shop 10 noting that only one car can park whilst ever the store room remains.
31	Secretary	Strata Manager	Email	04.12.17	Forwarding a copy of the letter sent to the owner.
I					Shops 7 & 8
32	Strata Committee	Building Manager	Email	30.11.17	Reporting verbal advice that a prospective tenant was on site and that drawings will be available by 08.12.17.
33	Strata Committee	Alan Walsh	Email	30.11.17	Suggesting advice be sought as to whether SPBL's 38 & 49 apply to the new owners.
34	Strata Manager	SC Secretary	Email	11.12.17	Seeking advice on whether the obligations of lot specific special by-laws automatically transfer to a new lot owner.
35	Secretary	Strata Manager	Email	11.12.17	Advising that the bylaws would have formed part of the contract of sale and therefore apply to any new owner.
36	Strata Committee	Building Manager	Email	11.12.17	Advising of notice received concerning cracked glass.
J					Stair Pressurisation Upgrade
37	Secretary	Mech. Engineer	Email	11.12.17	Issuing a preliminary design for a new kitchen exhaust system.
38	Mech. Engineer	Secretary	Email	12.12.17	Providing feedback on proposed duct route.
39	Secretary	Mech. Engineer	Email	12.12.17	Issuing the alternative design drawings.
K					Unit 1203 Garages
40	Building Manager	Secretary	Email	23.11.17	Asking that the form for minor renovations be filled out by the owners of U1203 for the proposed garage modification.
41	Strata Committee	Building Manager	Email	11.12.17	Forwarding the application to the strata committee.
42	Strata Committee	Alan Walsh	Email	11.12.17	Advising that the garages are part of unit 1203 not 1204.
L					Miscellaneous
43	Owners Corporation	Secretary	Email	27.11.17	Issuing the minutes of the November SC Meeting.
44	Mechanical Engineer	Secretary	Email	28.11.17	Accepting a fee proposal of \$4,180 to design an alternative scheme for upgrading the lift lobby air relief system.
45	Owners Corporation	Secretary	Email	29.11.17	Issuing the newsletter "Just a Minute".
46	Owners Corporation	G&L Committee	Email	29.11.17	Issuing the November G&LC Newsletter.
47	Interior Designer	Secretary	Email	29.11.17	Advising that the SC has resolved to defer consideration of 3D drawings until after costings are available in the Jan.
48	Strata Committee	Building Manager	Email	30.11.17	Acknowledging receipt of an updated Residents list.
49	Strata Committee	Building Manager	Email	01.12.17	Forwarding a draft flyer announcing the date of the Cecil's Christmas Party.
50	Mr. & Mrs. Krywulycz	Secretary	Email	01.12.17	Advising the results of enquiries concerning sound proofing of the floor of the unit above them.
51	Strata Committee	Alan Walsh	Email	05.12.17	Submitting an application for a bathroom renovation and a draft by-law for Unit 402.
52	Secretary	Building Manager	Email	11.12.17	Advising that Shop 1 is not complying with the insurance requirement of no storage in the access corridor.
53	Strata Committee	Building Manager	Email	12.12.17	Issuing the Building Managers report for December.