

Strata Committee Correspondence

12th December 2017 to 13th February 2018

Min	To	From	Type	Date	Issue / Content
A					Abusive Behaviour
1	Strata Manager	Secretary	Email	13.12.17	Forwarding the text of a letter to be sent to a resident as agreed at the SC meeting on 12.12.17.
2	Secretary	Strata Manager	Email	13.12.17	Providing a copy of the letter issued to the resident.
3	Secretary	Strata Manager	Email	18.01.18	Forwarding a response from the resident.
4	Strata Manager	Secretary	Email	18.01.18	Advising that the resident's response will be considered at the next SC.
B					Baker Lane
5	Strata Committee	Alan Walsh	Email	16.12.17	Forwarding correspondence with Council officers concerning Baker Lane's trading hours and liquor licence.
6	Sutherland Council	Alan Walsh	Email	21.12.17	Forwarding evidence that Baker Lane intends to open for New Year's Eve, beyond its approved trading hours and without a liquor licence.
7	Sutherland Council	Alan Walsh	Email	04.01.18	Forwarding a photo of a sign that purports to show the status of its application for a liquor licence.
8	Sutherland Council	Alan Walsh	Email	08.02.18	Requesting advice on the status of his enquiry concerning hours of operation.
C					By-Laws
9	Adrian Mueller	Alan Walsh	Email	13.12.17	Enquiring about the process of registering new and amended by-laws.
10	Alan Walsh	Adrian Mueller	Email	14.12.17	Setting out the requirements for registration of by-laws.
11	Strata Manager	Alan Walsh	Email	15.12.17	Forwarding a list of new or changed by-laws and asking for a list of registered by-laws.
12	Alan Walsh	Strata Manager	Email	15.12.17	Forwarding the registered by-laws that were received from the previous strata manager, Clisdell.
13	Strata Manager	Alan Walsh	Email	19.12.17	Asking for advice on how to resolve some anomalies and omissions in the records received from Clisdell.
14	Adrian Mueller	Alan Walsh	Email	19.12.17	Advising that documents required are available but advising that those approved more than 6 months ago will be submitted to a general meeting planned for February 2018.
15	Strata Manager	Alan Walsh	Email	06.02.18	Asking questions about the registration process and whether the current SPBL29 should be repealed.
16	Alan Walsh	Strata Manager	Email	07.02.17	Confirming the registration process, that there will be only one registration fee and advising concurrence with the repeal of SPBL29 and adding a new SPBL29.
17	Adrian Mueller	Alan Walsh	Email	08.02.18	Sending a list of by-laws to be registered plus text for by-laws passed at AGM in Sept. and the AGM minutes.
18	Strata Manager	Alan Walsh	Email	11.02.18	Asking to be advised on which section of the Act applies to by-laws granting exclusive use.
19	Adrian Mueller	Alan Walsh	Email	11.02.18	Forwarding the plans relating to by-law 38 to be included in the consolidated set of by-laws.
20	Alan Walsh	Strata Manager	Email	12.02.18	Confirming that s.108 relates to exclusive use and s.136 for general by-laws.
21	Strata Manager	Alan Walsh	Email	12.02.18	Noting the implication for the motions as currently drafted and advising that if agreed he will move amendments.
	Alan Walsh	Strata Manager	Email	12.02.18	Concurring with the proposed action.
D					Cooking Smells
22	Building Manager	Alan Walsh	Email	01.01.18	Advising of strong cooking smells in the ground floor foyer.
23	Alan Walsh	Building Manager	Email	04.01.18	Advising that particular wind effects can cause smells especially if the Fish Shop leaves its rear door open.
24	Building Manager	Alan Walsh	Email	04.01.18	Noting that the Fish Shop was the only shop open.
E					Extraordinary General Meeting
25	Strata Manager	Secretary	Email	30.01.18	Forwarding a draft notice for an EGM to approve by-laws.
26	Strata Manager	Secretary	Email	30.01.18	Forwarding the final version of by-laws to be considered.
27	Owners Corporation	Strata Manager	Email	30.01.18	Issuing the Notice of meeting for an EGM on 13 th February.
F					Electricity Supply
28	Strata Committee	Building Manager	Email	12.12.17	Forwarding the request to SMS to sign the Origin contract documents for supply for the next 33 months.
29	Strata Committee	Building Manager	Email	13.12.17	Forwarding advice from Energy Action via SMS that it is awaiting advice concerning Origin's acceptance.

30	Building Manager	Alan Walsh	Email	13.12.17	Asking for a follow up on the non-receipt of monthly metering data.
31	Strata Committee	Building Manager	Email	14.12.17	Forwarding an improved offer from Origin.
32	Building Manager	Alan Walsh	Email	14.12.17	Noted various aspects of the new offer including a possible rate revision if usage is less than previous years.
33	Strata Committee	Building Manager	Email	15.12.17	Advising that SMS is authorized to accept Origin's offer.
34	Strata Committee	Building Manager	Email	19.12.17	Advising that the supply contract has been signed and dispatched and providing some information on metering.
35	Strata Committee	Secretary	Email	19.12.17	Noting that the latest offer from Origin is \$7,551 less over 33 month but 29% more than the current contract.
36	Building Manager	Alan Walsh	Email	19.12.17	Asking for clarification of the non-DMA charge.
37	Building Manager	Alan Walsh	Email	23.01.18	Asking for the result of the enquiry concerning the non-DMA charge.

G

Glass Bottle Recycling

38	Building Manager	Alan Walsh	Email	13.12.17	Suggesting that we change to "as required" pick up service.
39	Strata Committee	Building Manager	Email	13.12.17	Advising the negotiation of a fortnightly service in lieu of weekly at a saving of \$100/month.

H

Parking

40	Alan Walsh	Building Manager	Email	25.01.18	Asking for a report on the parking of a resident's car.
41	Secretary	Alan Walsh	Email	25.01.18	Forwarding a number of reports on parking infringements over the last month.

I

Shop 1

42	Strata Manager	Secretary	Email	07.02.18	Asking that a Notice to Comply be issued concerning storage in the access corridor.
43	Secretary	Strata Manager	Email	09.02.18	Forwarding a copy of the Notice to comply issued to Shop 1.

J

Shops 7&8

44	Building Manager	Alan Walsh	Email	13.12.17	Advising that the replacement of cracked glass is an Owners Corporation expense.
45	Strata Committee	Building Manager	Email	14.12.17	Advising that the future proprietor have requested the reinstatement of the privately owned air conditioner.
46	Building Manager	Alan Walsh	Email	14.12.17	Advising that a formal request should come via the shop owner.
47	Strata Committee	Building Manager	Email	22.12.17	Forwarding updated documentation relating to the shop fit out.
48	Building Manager	Alan Walsh	Email	10.02.18	Asking that the BM ask the proprietors if they have approval for their proposed hours of trading.
49	Alan Walsh	Building Manager	Email	13.02.18	Forwarding the original DA for Shop 7/8 and the Liquor Licence for Milky Lane.
50	Building Manager	Alan Walsh	Email	13.02.18	Noting that there is also a condition that applies to Shop 8 that it shuts at 10pm.
51	Alan Walsh	Building Manager	Email	13.02.18	Confirming that the kitchen closes and that no further patrons can enter after 10pm.

K

Stair Pressurisation

52	Secretary	Mechanical Engineer	Email	12.12.17	Issuing a draft project brief for review.
53	Building Manager	Secretary	Email	12.12.17	Forwarding the mechanical drawings for Option 2.
54	Secretary	Mechanical Engineer	Email	15.12.17	Advising a cost estimate for the mechanical component for Option 2 of the project of \$255k + GST.
55	Mechanical Engineer	Secretary	Email	18.12.17	Asking whether the estimate for Option 1 needs to be updated.
56	Mechanical Engineer	Secretary	Email	19.12.17	Providing comments on the draft mechanical brief.
57	Quantity Surveyor	Secretary	Email	21.12.17	Forwarding the mechanical design for Option 2.
58	Quantity Surveyor	Secretary	Email	21.12.17	Forwarding the mechanical engineer's estimate for Option 2.
59	Quantity Surveyor	Secretary	Email	21.12.17	Forwarding the mechanical brief for Option 2.
60	Secretary	Mechanical Engineer	Email	10.01.18	Advising the list of suggested tenderers for mechanical works.
61	Secretary	Mechanical Engineer	Email	11.01.18	Recommending that, if a low level discharge is proposed, Council approval should be obtained.
62	Secretary	Allan Lam	Email	16.01.18	Forwarding a fee proposal for electrical advice.
63	Allan Lam	Secretary	Email	18.01.18	Requesting clarification and confirmation that the fee proposal included all the work required by the brief.
64	Secretary	Allan Lam	Email	18.01.18	Confirming that the fee proposal includes all the work requested and advising that paper drawings are satisfactory.
65	Allan Lam	Secretary	Email	18.01.18	Advising that the fee proposal is accepted.
66	Secretary	Allan Lam	Email	22.01.18	Asking if a site visit on 7 th February is convenient.
67	Secretary	Quantity Surveyor	Email	25.01.18	Forwarding a draft cost estimate for Option 2.
68	Secretary	Quantity Surveyor	Email	09.02.18	Forwarding cost estimates for the stair pressurization component of the proposed works.

69	Allan Lam	Secretary	Email	11.02.18	Forwarding digital drawings of the Cecil to assist in documenting electrical changes required.
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Storm Damage 09.01.18

70	Building Manager	Secretary	Email	09.01.18	Advising of glass in Gerrale Street cleared by the Fire Brigade and garbage bins upset in Cecil Monro Ave.
71	Building Manager	Dianne Raisin	Email	09.01.18	Advising that glass was caused by a table from Unit 306.
72	Strata Committee	Building Manager	Email	10.01.18	Reporting on the damage to a glass balustrade panel.
73	Building Manager	Strata Manager	Email	10.01.18	Advising that an insurance claim is warranted.
74	Strata Committee	Building Manager	Email	11.01.18	Forwarding a claim from a motorist whose car was damaged by falling glass.
75	Strata Committee	Building Manager	Email	12.01.18	Forwarding a quote of \$2,310 to replace the smashed balustrade panel.

M

Terrace Access Improvement

76	Secretary	Arthur Matthews	Email	20.12.17	Advising that he has reviewed the design drawings and supports the proposal.
77	Arthur Matthews	Secretary	Email	20.12.17	Advising that the work may not proceed unless tenders within the approved budget are received.
78	Quantity Surveyor	Secretary	Email	21.12.17	Forwarding the design drawings for the preparation of a pre-tender estimate.
79	Building Manager	Secretary	Email	28.01.18	Forwarding the pre-tender estimate from the quantity surveyor in the amount of \$37,112 and suggesting tenders be called for the masonry component of the works.
80	Secretary	Building Manager	Email	08.02.18	Forwarding a tender from Summerscapes.
81	Strata Committee	Building Manager	Email	12.02.18	Forwarding a tender from Metropolitan Landscapes (ML).
82	Building Manager	Secretary	Email	12.02.18	Noting issues for clarification in the ML quotation.
83	Secretary	Building Manager	Email	12.02.18	Advising that ML has been asked for a conforming tender.
84	Secretary	Building Manager	Email	13.02.18	Forwarding an additional quote from Infinity.

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Miscellaneous

85	Strata Committee	Alan Walsh	Email	13.12.17	Advising that the issue of balcony wind protection was "closed" by the then SC in Oct. 2005 after Council enquiries.
86	Owners Corporation	Secretary	Email	18.12.17	Issuing the minutes and associated documents arising from the December Strata Committee meeting.
87	Strata Committee	Building Manager	Email	21.12.17	Advising a leave of absence from 25 th Dec to 3 rd Jan.
88	Strata Manager	Secretary	Email	21.12.17	Asking that future Sydney Water invoices be forwarded to the SC prior to payment.
89	Secretary	Strata Manager	Email	21.12.17	Forwarding the most recent Sydney Water invoice for SC's records.
90	Owners Corporation	Secretary	Email	23.12.17	Issuing the December Newsletter.
91	Building Manager	Alan Walsh	Email	28.12.17	Issuing an updated renovation application form.
92	Strata Committee	Alan Walsh	Email	30.12.17	Issuing an updated tag register.
93	Treasurer	Strata Manager	Email	04.01.18	Issuing financial reports for the period to end of December.
94	Strata Committee	Building Manager	Email	05.01.18	Forwarding the first and final invoice from Pro Energy for new light fittings in fire stairs and basements in the amount of \$36,695 incl. GST.
95	Secretary	G&L Committee	Email	18.01.18	Issuing its January Newsletter.
96	Mr. Braithwaite	Chairman	Email	25.01.18	Confirming that he has the right to propose a motion to a general meeting re: a reduction in the BM's hrs. if he so wishes.
97	Secretary	Building Manager	Email	01.02.18	Forwarding brochures on asset management software called BuildingLink.
98	Secretary	Interior Designer	Email	09.02.18	Forwarding an invoice for work completed to date.
99	Strata Committee	Building Manager	Email	13.02.18	Issuing building Manager's report for the preceding month.