

# Strata Committee Correspondence

## 13<sup>th</sup> February to 20<sup>th</sup> March 2018

Min	To	From	Type	Date	Issue / Content
<b>A</b>					<b>By-Laws</b>
1	Adrian Mueller	Alan Walsh	Email	14.02.18	Forwarding the EGM minutes and approved by-laws for registration.
2	Strata Committee	Alan Walsh	Email	17.02.18	Proposing a revised version for a special by-law relating to the Access Keys & Tags (SPBL29).
3	Adrian Mueller	Alan Walsh	Email	25.02.18	Asking for confirmation that registrations will be done by March 9.
4	Alan Walsh	Adrian Mueller	Email	26.02.18	Confirming that the March 9 deadline should be achieved.
5	Strata Manager	Adrian Mueller	Email	27.02.18	Forwarding a consolidated list of by-laws for approval, signature and stamping.
6	Alan Walsh	Adrian Mueller	Email	27.02.18	Forwarding the consolidated list of by-laws for review.
7	Adrian Mueller	Alan Walsh	Email	28.01.18	Answering queries and forwarding plans for attachment to relevant by-laws.
8	Alan Walsh	Adrian Mueller	Email	28.02.18	Forwarding the updated list of by-laws for final review and signing under common seal.
9	Adrian Mueller	Alan Walsh	Email	28.02.18	Asking for clarification on certain omissions and apparent anomalies.
10	Alan Walsh	Adrian Mueller	Email	28.02.18	Forwarding a further amended list of by-laws correcting omissions and anomalies raised.
11	Adrian Mueller	Alan Walsh	Email	28.02.18	Providing a change required to special by-law 32.
12	Alan Walsh	Adrian Mueller	Email	28.02.18	Forwarding the final amended list of by-laws with instructions concerning documents to be lodged.
13	Strata Manager	Alan Walsh	Email	28.02.18	Advising that the building manager will bring original documents for signing under seal.
14	Building Manager	Alan Walsh	Email	28.02.18	Asking for the documents to be printed and delivered to the strata manager as soon as possible.
15	Alan Walsh	Strata Manager	Email	28.02.18	Advising that the documents had been express posted.
16	Adrian Mueller	Alan Walsh	Email	01.03.18	Advising that the documents have been posted.
17	Strata Committee	Strata Manager	Email	15.03.18	Copy of signed and sealed Consolidation Submission.
18	Building Manager	Alan Walsh	Email	15.03.18	Asking for the by-law list on the Cecil web site be updated.
<b>B</b>					<b>Extraordinary General Meeting</b>
19	Strata Manager	Secretary	Email	14.02.18	Forwarding draft minutes for the EGM on 13.02.18.
20	Secretary	Strata Manager	Email	14.02.18	Forwarding a copy of the minutes issued to the OC.
<b>C</b>					<b>Electricity Consumption</b>
21	Strata Committee	Building Manager	Email	26.02.18	Forwarding the first electricity account since the energy saving lights were installed.
22	Building Manager	Secretary	Email	26.02.18	Noting that if the decrease in consumption continues the cost of the new light fittings will be recouped in 18 mths.
23	Building Manager	Alan Walsh	Email	27.02.18	Asking why there is an access charge of \$509.81.
24	Alan Walsh	Building Manager	Email	27.02.18	Advising that he will ask Energy Action.
25	Strata Committee	Building Manager	Email	20.03.18	Forwarding responses concerning metering and access charges from Energy Action.
<b>D</b>					<b>Interior Design</b>
26	Secretary	Interior Designer	Email	23.02.18	Following up on payment of invoice issued last fortnight.
27	Interior Designer	Secretary	Email	26.02.18	Advising that the invoice was approved for payment at the last SC meeting on 13.02.18.
<b>E</b>					<b>Level 1 Balustrades</b>
28	Building Manager	Secretary	Email	01.03.18	Providing a drawing of the revised design for glass panels to upgrade the eastern terrace balustrades to BCA standard.
29	Strata Committee	Glass Direct Australia	Email	14.03.18	Forwarding a revised quotation for upgrade of the eastern terrace balustrade for Building Code compliance.
30	Strata Committee	Building Manager	Email	14.03.18	Advising that GDA has suggested a design for the southern panel required to prevent climbing from the lawn level.
31	Secretary	Barry Braithwaite	Email	20.03.18	Alleging proper approval was not gained for the works.
<b>F</b>					<b>Lift Lobby Decoration</b>
32	Secretary	Barrie Burns	Email	18.02.18	Enquiring about rules regarding the hanging of artworks on the common property.
33	Barrie Burns	Secretary	Email	09.03.18	Advising that there is no specific building rule, however, the current SC is not in favor of customized decoration.

**G Parking**

34	Strata Committee	Building Manager	Email	26.02.18	Advising that A3 snap frame signs to advise changed hours for short term parking will cost about \$50 each (7 required).
35	Building Manager	Secretary	Email	26.02.18	Asking about the supply of artwork for the signs.
36	Building Manager	Secretary	Email	09.03.18	Forwarding a sign layout for the consideration of the SC.
37	Building Manager	Alan Walsh	Email	15.03.18	Asking for confirmation of parking contrary to signage.

**H Security Tags**

38	Building Manager	Alan Walsh	Email	16.02.18	Advising that the register has been checked and that tags 285 and 663 are unaccounted for.
39	Strata Committee	Building Manager	Email	19.02.18	Advising of a request from U805 for a refund for returned red key and security tag.
40	Alan Walsh	Building Manager	Email	20.02.18	Advising that tag 598 has been issued to U601.
41	Strata Committee	Building Manager	Email	20.02.18	Request for an extra key from U305.
42	Building Manager	Chairman	Email	20.02.18	Advising approval of additional key for U305.
43	Strata Committee	Building Manager	Email	21.02.18	Advising that tag 514 has been issued to U305.
44	Building Manager	Alan Walsh	Email	21.02.18	Advising approval of a refund of deposit to U805.
45	Strata Committee	Alan Walsh	Email	22.02.18	Proposing a special resolution to resolve the issue of historical refunds.
46	Building Manager	Alan Walsh	Email	28.02.18	Forwarding the final version of the tag register.
47	Strata Committee	Building Manager	Email	28.02.18	Forwarding an application from Shop 7/8 for an extra tag.
48	Strata Committee	Alan Walsh	Email	15.03.18	Forwarding the completed tag master list and a list of matters for discussion.

**I Shop 7/8 Milky Lane**

49	Strata Committee	Building Manager	Email	16.02.18	Advising of a request from Shop 7/8 to lease a car space on B1 for parking and storage of dry goods.
50	Building Manager	Alan Walsh	Email	16.02.18	Advising that a special resolution would be required.
51	Strata Committee	Building Manager	Email	16.02.18	Reporting on a meeting with Milky Lane concerning issues of concern including noise and queuing on the footpath.
52	Secretary	Wolly Negroh	Email	17.02.18	Asking for an urgent meeting with the SC concerning music noise levels.
53	Wally Negroh	Secretary	Email	18.02.18	Proposing a meeting at 8:30am on 19.02.18.
54	Strata Committee	Building Manager	Email	19.02.18	Advising that a meeting with Milky Lane has been organized for 9:30am 20.02.18.
55	Strata Committee	Secretary	Email	20.02.18	Forwarding a record of meeting with Mr. Negroh.
56	Strata Committee	Building Manager	Email	20.02.18	Forwarding an email from Shop 9 complaining about loud music and queuing of patrons in front of Shop 9's windows.
57	Strata Committee	Building Manager	Email	21.02.18	Issuing a report on the meeting with Milky Lane.
58	Strata Committee	Building Manager	Email	21.02.18	Draft of a pedestal sign proposed by Milky Lane directing patrons where to queue.
59	Strata Committee	Alan Walsh	Email	26.02.18	Recommending a letter be sent to Shop 7/8 concerning storage of goods in the rear access corridor.
60	Secretary	Wolly Negroh	Email	26.02.18	Advising gratitude to the SC and Milky Lane for achieving the modification of music to acceptable sound levels.
61	Building Manager	Secretary	Email	26.02.18	Asking that Milky Lane be thanked for responding positively to the noise issue.
62	Building Manager	Secretary	Email	08.03.18	Asking if Shop 7/8 has stopped using the rear access corridor for the short term storage of dry goods.
63	Secretary	Building Manager	Email	08.03.18	Advising that a letter is warranted.
64	Strata Committee	Building Manager	Email	08.03.18	Advising of Milky Lane's wish to lease a garage on level B2 for parking of a manager's vehicle and storage of dry goods.
65	Building Manager	Secretary	Email	09.03.18	Asking if alternative storage can be arranged on B1.
66	Secretary	Building Manager	Email	12.03.18	Advising that a store room is not available at the moment.

**J Shop 3 Fit Out**

67	Strata Committee	Building Manager	Email	14.03.18	Forwarding an application to renovate Shop 3.
68	Strata Committee	Building Manager	Email	16.03.18	Forwarding further information concerning the application.
69	Strata Committee	Building Manager	Email	19.03.18	Forwarding a further update on Shop 3 renovations.

**K Stair Pressurisation Upgrade**

70	Electrical Engineer	Secretary	Email	02.03.18	Forwarding drawings for inclusion in proposed report.
71	Secretary	Electrical Engineer	Email	05.03.18	Issuing draft report on scope and cost of electrical works.
72	Quantity Surveyor	Secretary	Email	05.03.18	Forwarding the draft electrical report for inclusion of the electrical cost estimates in the project cost plan.
73	Electrical Engineer	Secretary	Email	08.03.18	Asking for clarification of some minor points.
74	Secretary	Electrical Engineer	Email	09.03.18	Issuing the finalized electrical report.
75	Secretary	Electrical Engineer	Email	12.03.18	Issuing invoice for the electrical report.
76	Secretary	Quantity Surveyor	Email	16.03.18	Issuing the completed estimate for options and cost report.
77	Electrical Engineer	Secretary	Email	17.03.18	Querying the addition of GST to the agreed lump sum.
78	Secretary	Electrical Engineer	Email	19.03.17	Advising that the rates quoted excluded GST.
79	Electrical Engineer	Secretary	Email	19.03.17	Noting that the lump sum accepted did not include GST.

80	Secretary	Electrical Engineer	Email	19.03.17	Issuing a revised invoice for the lump sum originally agreed.
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## Terrace Access Improvement

81	Strata Manager	Secretary	Email	15*.02.18	Seeking guidance on procedural matters relating to approval of the works.
82	Secretary	Strata Manager	Email	15.02.18	Advising that an urgent general meeting could be convened if required.
83	Strata Committee	Building Manager	Email	15.02.18	Advising that the preferred tenderer can start work on Mar 5.
84	Building Manager	Secretary	Email	17.02.18	Advising that the work might be deferred until a general meeting can be convened to consider a special resolution.
85	Strata Manager	Secretary	Email	17.02.18	Advising that an urgent general meeting will not be necessary because it has been decided to defer the work.
86	Secretary	Building Manager	Email	19.02.18	Advising that a meeting with the landscaper has been arranged for 12:30 today.
87	Strata Manager	Secretary	Email	19.02.18	Advising that it has been decided to proceed with the work.
88	Strata Committee	Building Manager	Email	21.02.18	Advising that Summerscape has advised that it can start on 26 <sup>th</sup> February and has requested a 30% deposit.
89	Building Manager	Secretary	Email	21.02.18	Stating that insurance and safe work documentation must be received prior to allowing a start on site.
90	Secretary G&LC	Secretary	Email	21.02.18	Advising that work is about to commence and providing information on the proposed program.
91	Strata Committee	Building Manager	Email	23.02.18	Forwarding a draft notice to advise residents of the proposed works.
92	Strata Committee	Building Manager	Email	23.02.18	Advising that a key is available for any resident wanting to gain access to the terrace via the stair.
93	Secretary	Strata Manager	Email	26.02.18	Advising that Mr. Braithwaite had called to advise that work was commencing.
94	Strata Manager	Secretary	Email	26.02.18	Advising that the SC has decided to proceed.
95	Strata Committee	Arthur Matthews	Email	01.03.18	Querying the decision not to connect the overflows from U105 & U106 terraces to the storm water drain.
96	Arthur Matthews	Secretary	Email	01.03.18	Outlining the reasons the overflows were not connected.
97	Strata Committee	Arthur Matthews	Email	01.03.18	Acknowledging the reasons and accepting the decision and also advising the availability of edge tiles.
98	Building Manager	Secretary	Email	01.03.18	Asking that the issue of edge tiles be discussed with the contractor.
99	Secretary	Building Manager	Email	02.03.18	Advising that a suitable edge tile may take 3 weeks to obtain from Queensland.
100	Building Manager	Secretary	Email	04.03.18	Advising that extra time should be taken to ensure that the finished product is the best that can be achieved.
101	Strata Committee	Building Manager	Email	05.03.18	Advising that pouring of concrete, due today, has been deferred due the threat of rain.
102	Strata Committee	Building Manager	Email	05.03.18	Advising that the contractor wants to submit a second payment claim.
103	Strata Committee	Building Manager	Email	05.03.18	Forwarding an email from the contractor advising that a half bullnose paver is available.
104	Building Manager	Secretary	Email	05.03.18	Advising that a full bullnose edging paver is preferred.
105	Building Manager	Treasurer	Email	05.03.18	Asking that the proposed invoice be submitted next week for processing with other invoices to hand.
106	Strata Committee	Building Manager	Email	06.03.18	Advising that the concrete has been deferred again due to rain and is now scheduled for Thursday 8 <sup>th</sup> March.
107	Secretary	Arthur Matthew	Email	17.03.18	Asking for a meeting to discuss some details of the work.

## M

## Unit 1303 Renovations

108	Strata Committee	Building Manager	Email	15.03.18	Forwarding a renovation application for U1303.
109	Building Manager	Alan Walsh	Email	15.03.18	Asking that Section B be filled out.

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## Miscellaneous

110	Building Manager	Secretary	Email	14.02.18	Requesting the purchase of printer ink cartridges.
111	Owners Corporation	Secretary	Email	18.02.18	Issuing minutes of the February Strata Committee meeting.
112	Secretary	Strata Manager	Email	21.02.18	Forwarding owners agreement to a by-law relating to plant installed on the common property.
113	Secretary	L&G Committee	Email	26.02.18	Forwarding a copy of the February L&G newsletter.
114	Owners Corporation	Secretary	Email	27.02.18	Issuing the monthly SC Newsletter, "Just a Minute".
115	Strata Committee	Building Manager	Email	12.03.18	Advice that renovation of Unit 1201 is planned to commence in a few weeks.
116	Strata Committee	Building Manager	Email	14.03.18	Forwarding an offer of 2 glass cabinets for addition to the Cecil community library.
117	Strata Manager	Treasurer	Email	14.03.18	Requesting a meeting with Gary Adamson to discuss some finance matters.
118	Strata Committee	Building Manager	Email	20.03.18	Forwarding plans for Shop 4,5,6 fit out.
119	Strata Committee	Building Manager	Email	20.03.18	Issuing BM's report for March.