

Strata Committee Correspondence

10th April to 8th May 2018

Min	To	From	Type	Date	Issue / Content
A					
Extraordinary General Meeting (EGM)					
1	Strata Manager	Secretary	Email	12.04.18	Advising that the SC had resolved to hold an EGM on 8 th May 2018 at 4:30pm at the RSL.
2	Secretary	Strata Manager	Email	13.04.18	Advising that the strata manager is available to the chair the proposed EGM.
3	Secretary	Building Manager	Email	16.04.18	Forwarding details of Unit 1201's refurbishment for inclusion on the EGM agenda.
4	Strata Manager	Secretary	Email	23.04.18	Forwarding the papers for issue to lot owners with the Notice of Meeting.
5	Owners Corporation	Strata Manager	Email	24.04.18	Issuing the Notice of Meeting for an EGM on 8 th May.
6	Strata Manager	Secretary	Email	03.05.18	Forwarding the quantity surveyor's estimates omitted from the papers issued with the Notice of Meeting.
7	Owners Corporation	Secretary	Email	03.05.18	Forwarding the quantity surveyor's estimates to lot owners who have provided an email address.
8	Strata Manager	Secretary	Email	03.05.18	Asking that the quantity surveyor's estimates be issued to lot owners that have an off-site postal address.
9	Secretary	Strata Manager	Email	03.05.18	Forwarding the list of owners with an on-site postal address for the issue of the missing document by letter box drop.
B					
Interior Refurbishment					
10	Secretary	Building Manager	Email	19.04.18	Noting an error on the drawing showing exhaust options.
11	Richard Hartley	Secretary	Email	19.04.18	Forwarding notes on the stair pressurization options.
12	Secretary	Quantity Surveyor	Email	20.04.18	Issuing the final budget estimates for the exhaust and interior refurbishment options.
13	Interior Designer	Secretary	Email	20.04.18	Confirming the refurbishment scope and requesting samples be prepared for a presentation to lot owners.
14	Secretary	Quantity Surveyor	Email	26.04.18	Forwarding an invoice for \$3,410 for preparing the budget estimates for stair pressurization and interior upgrades.
15	Strata Committee	Pam Matthews	Email	04.05.18	Congratulating the SC on the brief for interior refurbishment.
C					
Car Park Signage					
16	Secretary	Building Manager	Email	30.04.18	Forwarding the proof for new B1 short term parking signs.
17	Building Manager	Secretary	Email	30.04.18	Approving wording but requesting adjustments to font size.
18	Secretary	Building Manager	Email	30.04.18	Forwarding a revised proof for approval.
19	Building Manager	Secretary	Email	01.05.18	Advising approval of the modified proof.
D					
Precinct Developments					
20	Andrew Brien (Breeze)	Secretary	Email	14.04.18	Advising that the Cecil is interested in participating in a coordinated response to the Ozone development.
21	Secretary	Andrew Brien	Email	15.04.18	Advising that another development is proposed for 18 Gerrale St. (Angelo House).
22	Andrew Brien	Scott Bismire (Mare Blu)	Email	15.04.18	Advising people in the Mare Blu will be objecting to the proposed development at 18 Gerrale Street.
23	Secretary	Andrew Brien	Email	16.04.18	Advising details to contacts in Mare Blu, Belgrave, Breeze and the Cecil of the assessment process for both buildings.
24	Andrew Brien	Secretary	Email	17.04.18	Commenting on height restrictions in the LEP and their purpose (minimise loss of views, privacy & overshadowing).
25	Secretary	Andrew Brien	Email	17.04.18	Advising that he is seeking professional help concerning the developments compliance with the LEP and DCP.
26	Precinct Group	Andrew Brien	Email	21.04.18	Proposing a meeting in a few weeks to coordinate the response from the existing buildings in the precinct.
27	Andrew Brien	Secretary	Email	23.04.18	Advising that the Ozone St. development is setting up a marketing office in the Cecil.
28	Precinct Group	Andrew Brien	Email	26.04.18	Providing basic information on the DAs.
29	Precinct Group	Secretary	Email	27.04.18	Proposing text for a letter to the Strata Committees of buildings surrounding the proposed developments.
30	Secretary	Steve Maguire (Belgrave)	Email	27.04.18	Asking for additional copies of the proposed letter for a letter box drop to all residents of the Belgrave.
31	Secretary	Building Manager	Email	27.04.18	Advising a contact in Ocean Grove.
32	Precinct Group	Secretary	Email	01.05.18	Proposing a meeting of the precinct group leaders at the RSL on Monday 7 th May at 6:00pm.
33	Secretary	Building Manager	Email	04.05.18	Forwarding an email from a Drift resident interested in attending the precinct meeting.
34	Secretary	Alan Johnson	Email	04.05.18	Asking to be informed so as to add support to the responses to the development applications.

35	Secretary	Barry Braithwaite	Email	04.05.18	Pointing out that the developments are not an Owners Corporation problem and that no OC funds may be used.
36	Secretary	Bill Swingler	Email	05.05.18	Reporting on a meeting with a local Councilor and advising his desire to attend the proposed precinct meeting.

E Shop 3

37	Strata Committee	Building Manager	Email	20.04.18	Forwarding a proposal for signage from the lessee.
38	Building Manager	Strata Committee	Email	24.04.18	Providing feedback on the proposed sign design.
39	Strata Committee	Building Manager	Email	04.05.18	Forwarding a revised signage proposal.

F Shop 4,5,6

40	Building Manager	Secretary	Email	23.04.18	Noting that the drawing showing proposed new doors lacks detail and might be rejected due to uncertainty.
41	Secretary	Building Manager	Email	24.04.18	Advising that a photomontage is being arranged to clarify the proposal.
42	Building Manager	Alan Walsh	Email	23.04.18	Asking that the owner be asked to improve appearance of the vacant lot.
43	Strata Committee	Building Manager	Email	08.05.18	Forwarding a photomontage of the proposed shop façade.

G Shop 7,8

44	Strata Manager	Secretary	Email	06.04.18	Forwarding text for a letter to be sent to the proprietor concerning storage in the access corridor.
45	Secretary	Strata Manager	Email	09.04.18	Forwarding a copy of the letter issued to the proprietor.
46	Strata Manager	Secretary	Email	01.05.18	Forwarding text for a letter to the proprietor concerning parking in the visitors' car park and staff smoking on-site.
47	Strata Committee	Strata Manager	Email	07.05.18	Forwarding a copy of the letter sent concerning parking and smoking on common property.

H Shop 10

48	Strata Committee	Building Manager	Email	04.05.18	Advising that a renovation application form has been received from the new tenant.
49	Building Manager	Alan Walsh	Email	04.05.18	Noting that the application should come from the owner and that the by-law relating to doors may need to be amended.

I Tag Audit

50	Strata Committee	Building Manager	Email	01.05.18	Forwarding a request from Shop 12 (Snap Gym) for an additional tag.
51	Building Manager	Alan Walsh	Email	01.05.18	Noting that Shop 12 is yet to respond to a letter concerning the allocation of tags previously issued.
52	Alan Walsh	Building Manager	Email	01.05.18	Advising to whom Shop 12 tags have been issued.
53	Strata Committee	Alan Walsh	Email	02.05.18	Forwarding a procedure statement for the issue of tags for the SCs consideration.
54	Building Manager	Alan Walsh	Email	02.05.18	Questioning the need for an additional tag to Shop 12.
55	Alan Walsh	Building Manager	Email	02.05.18	Suggesting that one of the two Brisbane based owners of Snap relinquish a tag and issue it to the new manager.
56	Building Manager	Alan Walsh	Email	02.05.18	Questioning why so many staff members need an access tag.
57	Alan Walsh	Building Manager	Email	02.05.18	Advising that staff come in on different days and at different times of the day and night.
58	Strata Committee	Alan Walsh	Email	02.05.18	Requesting that the status of responses from lot owners with multiple tags be discussed at the next SC meeting.
59	Building Manager	Alan Walsh	Email	02.05.18	Asking that Snap be asked to provide its operating procedure so that access to B1 parking can be assessed.

J Terrace Access Improvement

60	Strata Committee	Arthur Matthews	Email	12.04.18	Advising that he is dissatisfied with the workmanship of the pavior in relation to Ramp No. 1.
61	Secretary	Building Manager	Email	16.04.18	Advising progress on the completion of handrails for Ramp No.2.
62	Building Manager	Secretary	Email	14.04.18	Advising that some adjustments are required to the paving pattern to improve the integration of the old and new paving.

K U602 AC Unit

63	Strata Committee	Building Manager	Email	01.05.18	Forwarding a quote for repair of a malfunctioning unit with 2 options: replace the whole unit at a cost of \$11,640 plus GST or replace the condenser at a cost of \$2,335plus GST.
64	Building Manager	SC Members	Email	01.05.18	Preferring Option 2.

L Miscellaneous

65	Arthur Matthews	Secretary	Email	14.04.18	Replying to correspondence relating to a disagreement between residents noise generated by bottle collection.
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66	Lou Huntingdon	Secretary	Email	14.04.18	Replying to correspondence from Mr. Huntingdon relating to a member of the strata committee.
67	Richard Hartley	Secretary		19.04.18	Forwarding a report on stair pressurization options to be included in the papers for the EGM on 8 th May.
68	Strata Committee	Building Manager	Email	19.04.18	Reporting analysis of recent electricity bills and savings gained from the installation of energy efficient light fittings.
69	Building Manager	Alan Walsh	Email	24.04.18	Explaining his understanding of the monthly electricity access charge and its applicability to the Cecil.
70	Owners Corporation	Secretary	Email	25.04.18	Issuing the April strata committee meeting minutes.
71	Owners Corporation	Secretary	Email	25.04.18	Issuing the April Newsletter.
72	Strata Committee	Alan Walsh	Email	27.04.18	Proposing a special by-law for the shop 1 awning that is affixed to the southern façade.
73	Secretary	Building Manager	Email	30.04.18	Forwarding a letter from John Greville concerning the impact of heavy weights on the building's structure.
74	Secretary	Engineered Environs.	Email	30.04.18	Forwarding a statement that indicates the possibility of an overdue invoice.
75	Building Manager	Secretary	Email	01.05.18	Asking the building manager for the email addresses of recent arrivals (last 6 months).
76	Owners Corporation	G & L Committee	Email	02.05.18	Issuing the G&LC April Newsletter.
77	Secretary	Building Manager	Email	07.05.18	Forwarding an updated budget estimate for refurbishment of the lifts.
78	Strata Committee	Building Manager	Email	08.05.18	Issuing the BM's report for the past month.