

18th December 2025

Martin Laurence Dicker  
19 Burunda St  
COMO NSW 2226

Dear Martin Laurence Dicker,

**RE: STRATA PLAN 4561 – 74-78 Shirley Road WOLLSTONECRAFT**

Please find the attached notice in relation to your building.

Thank you.

Kind regards,  
**Strata Partners**

**Melissa Yusofzai**  
**Strata Manager**

## NOTIFICATION TO OWNERS, AGENTS AND TENANTS

### RESULTING FROM COMPLETION OF THE STAGE 1 WORKS

74 Shirley Road, Wollstonecraft SP 4561

The Strata Committee draw to your attention several responsibilities that arise following the completion of Stage 1 of the remediation works. These issues and responsibilities will also apply to later stages of the project.

Existing and proposed by-laws as well as building code legislation place the following obligations on owners. **In turn owners must communicate the relevant obligations to their managing agents and all current and future tenants.**

These matters have been discussed at various General and Strata Committee meetings and have been documented in the distributed minutes.

#### **The following responsibilities apply to all owners: -**

- **NO** fixings are allowed into the new aluminium window and door frames as this would void the warranty e.g. blinds, curtains, switches, air conditioning hardware.
- Air conditioning installations **MUST** use the void behind the sliding door frames to connect the internal A/C unit to the external condenser. Removeable cover angles have been provided to enable this. Air conditioning units must be located as far back from the front of the balcony as possible and sit on the tiles (not raised up). Drilling through **ANY** structure or wall for A/C installation is strictly prohibited.
- All air conditioning condenser units on balconies **MUST** be fitted with an integrated drip tray
- Any flyscreens not fitted as part of the remedial works must be **identical** to the new flyscreens (size, frame and mesh colour).
- All pot plants on balconies **MUST** be contained in a pot with an integrated drip tray
- Drilling into the balcony tiling will void the waterproofing membrane and is prohibited
- Restrictors on double hung windows **MUST** be retained at the dimension installed to meet building code requirements
- Kitchen exhaust fans must be fitted into the panel at the top corner of the kitchen window. **NO** penetrations are permissible through the glass panels in the façade
- Any bathroom mechanical exhaust system must use the exhaust vent integrated into the new façade.

#### **Also some reminders:-**

- Unit entry doors are fire rated doors and common property. Altering them for any purpose such as changing, replacing or adding hardware or signage is **NOT** permitted without Owners Corporation approval
- Pot plants and table settings on open balconies should be viewed as potential climbing surfaces and therefore safety hazards
- The new windows and doors have a special coating on the internal face to deliver thermal performance. They need to be **cleaned with care** so as not to damage that surface. The contractor will shortly be providing instructions detailing appropriate cleaning products and equipment for the windows and for the balcony tiles.

