

Body Corporate for Stradbroke Tower and Villas

CTS 16502



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Shutter Installation Process:

Background

By-Law 5 provides that Lot Owners may install shutters on balconies with the consent in writing of the body corporate and specifies a number of conditions associated with their supply and installation.

The purpose of this document is to assist owners in making application for approval by outlining the body corporate's approval process.

Documents

The following documents are relevant and can be obtained from the Building Manager:

1. Shutter Specification.
2. Layout Drawings:
 - a. Tower: Apartment type 1 & 4 (north and south facing 3 bedroom) - 2 design layouts.
 - b. Tower: Apartment type 2 & 3 (east facing 3 bedroom) - 2 design layouts.
 - c. Tower: Apartment type 5 (west facing 3 bedroom) - 2 design layouts.
 - d. Villas: Apartment type A & D (end apartments) - 2 design layouts.
 - e. Villas: Apartment type B & C (middle apartments) - 2 design layouts.
3. Draft Approval Application Letter.
4. Draft Standard Approval Letter specifying approval conditions (only valid for use when signed by the Chairman and a member of the committee).

Suppliers

Owners may select supply from one of the four approved suppliers:

Company	Contact No.	Email	Website
Shutterflex	07 3277 5428	sales@shutterflex.com.au	shutterflex.com.au
Shutter Concepts	07 3393 3355	info@shutterconcepts.com.au	shutterconcepts.com.au
Balcony Shutters of Australia	07 3205 7228	sales@balconyshutters.com	balconyshutters.com
Coast 2 Coast Shutters	Stuart Burrell 0432654227	stubburrell1@bigpond.com.au	coast2coastshutters.com.au

Approval Process

Before committing to a supplier for manufacture and installation of shutters, owners must:

- seek approval of the body corporate,
- receive written approval from the body corporate and return a signed acknowledgement of the approval conditions.

Quotations and Supply

Owners are responsible for engaging a Supplier and for their own shutter installations.

Owners must supply copy of the specification and approval conditions to their chosen supplier/s for quotation.

The supply process involves the owner obtaining as part of this process engineering certification of their shutter design and installation.