

Cover letter from John Low

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*Mr Kevin Childs
Clerk of Presbytery of Melbourne East
P.O. Box 272
Hawthorn 3122:*

26th February 2020

*RE: Renovation work for Burwood Community Presbyterian Church
At 13 Tennyson Street, Burwood 3125*

On behalf of the session, the board, the building committee and the community of the congregation at BCPC, we humbly request for permission to proceed with renovation works. We refer to the attached drawings for further details, primarily includes: renovation of existing kitchen, replacing kitchen windows with sliding doors, replacing old toiletry, repair of external drainage, and removal of asbestos at associated areas.

Attached are the following documents:

- Architectural drawings and notes including demolition plan, proposed plans, elevations and notes.
- Engineering endorsement, certification and computation.
- Builder tender package, priced at \$158,556 + GST

The following actions were taken by the board in prudence

- Engagement by qualified registered insured architect for full services: design, documentation, tendering and contract administration.
- Conducted needs feedback from congregation since 2018, and prioritising the scope of works.
- Appointed a kitchen renovation building committee.
- Regular updates with the church board.
- Tender to 3 construction companies. The church board awarded to Ducon Building Solutions Pty. Ltd. based on price and on past work with the church.
- Consultation with SP Building surveyors.
- Congregation was given opportunity to review drawings on 16th and 23rd February for additional viewing. No objections were raised.
- Church board and building committee meeting was held on 25th of February endorsed project to proceed. All board members in full support of project.

With permission to proceed, the committee would like to apply for town planning secondary consent as permit is required to alter the outer fabric of the building.

The nominated contractor is also ready to start arrangements, and we await your permission to draft up the contract (ABIC SW 2018) so that works can begin.

The current BCPC Building funds account balance stands at \$90,420.80. The board would like to request permission to apply for a loan of \$100,000.00

In light of our capital loan request, we would like the Presbytery to consider the history of our loan and repayment record for past hall extension that resulted in good standing.

As the works currently await permission to proceed, we appreciate any facilitation to expedite this process. In prayer, we eagerly await your response.

Thank you, God bless

Yours sincerely,



John Low, raia, architect

