



Strata Plan 64622

**EXECUTIVE COMMITTEE MEETING**

**Wednesday 17 November 2010, Elan meeting room 19h00**

**Attendance:** Ralf Harding (Chair), John Anderson, Richard Beck (Treasurer), Michael Meredith, Cecile Modolo, Deborah Moore, Gavin Napier, Tim Trollip (Secretary) and David Stanger (Building Manager)

**Apologies:** Louise Mylott

**Guests:** Eric Francis of Francis Management

**Minutes of Last Meeting:**

The Minutes of the last meeting were accepted.

**Correspondence**

Email from Cameron Andrews and Matthew Bogunovich regarding the worm farm. The worm farm has been relocated to the garbage room.  
Please do NOT feed the worms meat – only vegetable scrap.

**Finance update**

The Treasurer's Report had been made available to the EC and is available upon request to any owner.  
'On-budget' but cash-flow is tight as expected for the last quarter.  
Collection of levies has improved dramatically. Thanks.

***It is very important that owners pay the December levy promptly to assist cash-flow.***

**Update on repairs**

All Buildcorp work complete.  
TGJ work will be completed by next week. Site shed to be removed by end of November.  
Ceilings: Last 9 ceilings to be attended to before the end of November.  
Aurecon to inspect and 'sign-off' shortly.

***Defects liability period is running and residents are asked to report any leaks or other problems to the Building Manager.***

Weekly meetings of the Building Manager, David Stanger, and the 3 office bearers, Ralf, Chair, Tim, Secretary and Richard, Treasurer continue to monitor progress and to deal with other routine building matters.

## **10-year plan**

Ralf reported on preliminary meeting with Francis Management to create a tailor-made 10-year plan for the Altair as existing plan is somewhat generic and has some debatable assumptions.

Stage one: List all 'non-maintenance and/or operational' works projected for the Altair over 2011 - 2020 and guesstimate likely timeline for those works. Feedback from Francis Management by 19 November 2010.

Stage two: Determine which projects need more 'expert' advice re timelines and execution e.g. painting vs 'washing' building; status of lifts; carpet replacement, etc.

Stage three: Re-cost and/or guesstimate each project.

Stage four: Create projected timeline and cash-flow. Develop headline timeline and costs for AGM in Feb noting that the 10-year plan will always be a work in progress. This will provide the basis for our sinking fund requirements in terms of both amount and timing of funds.

## **Lift consultancy contract**

A consultant review of Kone's work in discharging its maintenance obligations to be commissioned. Agreed would be reviewed within context of 10 year plan and be initiated early 2011. Cost approx \$4k.

## **Building Issues**

David Stanger gave his Building Manager's report (attached).

## **Falling Cigarette Butts**

Falling cigarette butts are a major problem with Altair. EC agreed that this practice is completely unacceptable behaviour and particularly unfair on the residents of the level four apartments who endure still burning cigarettes damaging their furniture, butts and whole empty cigarette packets as garbage on their decks. All residents are asked to respect the living space of residents below them by containing all cigarette detritus within their apartment and ensuring that guests are aware of our by-laws.

**Please do not throw cigarettes, butts, matches, packs etc over your balconies.**

It was agreed that if this practice continues then the EC would resort to legal remedies.

## **1306: Notice to comply**

Evidence was tabled giving support to breaches by the occupier of unit 1306, Jonathan Abraham. It was reported that Mr Abraham had received four notices as a result of his loud music causing disturbance to other residents in contravention of by-law 3.1 of the Strata Schemes Management Act 1996 (the Act).

Having heard such evidence the Executive Committee was satisfied that the occupier of unit 1306 has contravened the relevant by-law and it was agreed to serve a Notice to

Comply with a by-law under section 45 of the Act on Jonathan Abraham of Apartment 1306 for breach of by-law 3.1.

### **Budget 2011**

Francis Management are collecting data re 2010 costs and 2011 projections for operational and/or maintenance issues. Due 3 December so that items can be debated and then form a first draft budget for discussion at EC meeting 15 December.

### **Insurance**

Prices for 2011 insurance have been obtained. The best possible new premium will be approx \$79k with \$1.5k excess or \$74k with a \$3k excess - up about \$11k from this year - which was up about \$13k from 2009. According to our broker this is almost entirely due to ongoing legal activity. The defamation case has cost the insurers over \$100k.

Our broker advises that:

- a) we won't see any drop in the 'legal' premium in our premium until we have a 'clean' sheet in relation to legal issues for over 12 months;
  - b) we can pay by installments over a 6 month period at an interest rate of around 6.5%.
- Agreed to proceed with \$79k premium with \$1.5k excess and not to pay by installments provided that this was affordable within our cash-flow after dealing with final defects payments.

### **By-laws**

Agreed that the new proposed amended by-laws be circulated to all owners together with the tabled covering note for owner feedback to be received by Monday December 6 (this gives owners three weekends to study the proposed by-laws) with the intention that any issues can be reviewed by our strata lawyer with the target of a 'final' set of by-laws being agreed at the December 15 EC meeting. Once new amended by-laws are agreed a 'clean/final' set to go to owners for study in advance of Feb AGM for ratification at that AGM.

### **Accoustic Testing Floors**

David liaising with Renzo Tonin to action testing programme.

### **Concierge management and procedures**

We employ one fulltime concierge and have 6 other either casuals or permanent casuals. Of these 7 concierges we have terminated one, are considering mediation if necessary with/between two and have dealt with an official (justified and admitted) complaint against another. We remain hopeful that the actions that we have and are taking will resolve the issues.

We have simultaneously had informal discussions with a dedicated concierge management company 'A Class Concierges' (ACC). NB ACC is managed by Debra Francis the wife of Eric Francis who owns Francis Management. (Eric Francis left the room for part of the discussion on this item).

We have stressed with ACC that we are just exploring options and there is not and has been no brief for any change. David and Ralf have visited an ACC site to review practices and procedures.

- a) ACC practices and procedures are extremely exhaustive, thoroughly professional and we believe effective.
- b) For ACC to manage a building such as the Altair would cost approx \$264k p.a. This preliminary cost is totally all-inclusive for a year-round 24/7 managed concierge service.
- c) ACC would eliminate management hassles and time and enhance service standards e.g. eliminate irritating issues such as lost dry cleaning etc.
- d) ACC would interview all current staff with a positive view to retaining them.
- e) ACC have other buildings in the area such as Encore and Kincoppal so there is staff cover for absences and rotation for personality clashes.
- f) Our current service costs Altair approx \$230k. ACC would cost about 15% more.
- g) ACC is probably the 'gold standard'. Do we need this level of expertise/service?
- h) After some discussion it was agreed that no further action be taken in the hope that things improved (as they seem to be) and until at least we have:
  - a. further monitored ongoing relations between, and performance of, concierge staff;
  - b. observed the outcome of any mediation; and
  - c. seen a draft 2011 budget.
- i) In the event that any action was ultimately contemplated then this would be put up as a recommendation to the owners at the AGM or subsequent general meeting.

### **Energy Contract**

Eric Francis raised the necessity of pricing a new energy contract before the next meeting. Resolved that this could be finalized by the Chair, the Secretary and the Building Manager.

### **Christmas Party**

The Christmas Party has been scheduled for 18h30 Monday 13 December 2010 in the foyer. **Residents are asked to BYO alcohol.** Catered nibbles will be provided.

**The meeting finished at 19h50.**

**The next meeting will be held at 19h00 on Wednesday 15 December 2010.**