



ALTAIR

Strata Plan 64622

EXECUTIVE COMMITTEE MEETING

Wednesday 2 February 2011, Elan meeting room 19h00

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

Guests: David McKinnon and Francis Falzon (part of the time)

Apologies: Cecile Modolo and Eric Francis of Francis Management

Minutes of Last Meeting

The Minutes of the last meeting were accepted.

Correspondence

Emails from Sanda Sgambellone, F Falzon & C Ubilla and J Ward re termination of D Wayne.

Letter from D Wayne re termination.

Email from C Ferrier re concierge's use of TV.

Finance update

The Treasurer's Report had been made available to the EC and is available upon request to any owner. Certain small accounting issues to be resolved with Strata Choice. Year-end of approx \$250k including GST in Sinking Fund and Admin fund at a positive balance vs budgeted deficit of about \$100k. There is an improvement in total funds vs year ago of approx \$400k.

EC report

The EC approved the EC report for the AGM

Repairs

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

A letter advising approximately 120 Eastern Suburbs real estate agents of the successful completion of the defects and the building's 'sign-off' by our consultants, Aurecon, has been sent. Copy attached.

2011 budget

The proposed 2011 budget was discussed and agreed for submission to the owners at the AGM.

10-year plan

The proposed 10-year plan was discussed and agreed to be presented to the owners at the AGM.

Building Issues

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

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

By-laws (and acoustic floor testing)

Agreed, except regarding the special by-laws which will remain "as is", to propose the old by-laws being rescinded 'en masse' and the new by-laws being approved 'en masse' at the AGM.

We need to resolve the issue of floor insulation which could, and probably will, be subject to change as technology evolves. We have conducted certain acoustic tests which indicate that the recommended level of insulation should be adequate BUT this cannot always be guaranteed to work as different environments may give different results.

Essentially we need to decide whether:

- a) We demand the highest level of insulation as stipulated by the Acoustic report and confirmed on installation by inspection by the Building Manager; and accept any consequences; or
- b) We demand pre- and post- installation acoustic testing at a cost to the renovator of up to \$5k.

If we are going to accept that renovations will include hard floors and if the insulation that we require is the best available then the acoustic tests seem somewhat 'academic' unless we are prepared to say to any renovator who fails the test to either do it again or to use a different surface.

After debate and discussion on floors it was agreed to propose at the AGM that we adopt course a) above.

Motions for AGM

The following motions for the AGM were discussed and agreed:

- a) Committee report
- b) Minutes
- c) 2010 accounts/Treasurers report
- d) Insurances
- e) 10-Year Plan:

That the 10-year plan (with appendix YY and appendix XX) be adopted

- i) as the basis for planning for the Sinking Fund
- ii) with expenditure for each individual year to be agreed and authorised at General Meeting

f) 2011 implementation of 10-year plan:

That the EC be authorised, following where relevant the obtaining of competitive costings and technical specifications deemed by the EC to be fit for the task, to:

- i) proceed with the installation of a permanent roof mounted mechanism to assist the painting and maintenance of the exterior of the building up to a total cost of \$210k +/- 10%
- ii) proceed with the works recommended by the Lift Consultants - JCA Lifts Pty Ltd to a value of \$100k +/- 10%

g) 2011 Budget

h) By-laws

That

- i) the existing by-laws (excluding any special by-laws) be rescinded *in toto* and
- ii) be replaced with the new by-laws *in toto* (appendix ZZ)

i) Executive Committee

j) General restrictions on EC

k) Financial restrictions on EC

EC Candidates for 2011

Louise Mylott advised that she would not be available to serve on the EC for 2011.

The EC thanks Louise for her help, dedication and service over a number of years.

To date there is one nomination for the position being vacated by Louise Mylott from Kathryn Thiel-Sirett.

Concierges

There was discussion concerning:

a) concierges (especially late shift) watching TV at the expense of 'security'. Alternative view is that TV helps them stay awake. After discussion agreed not to take any action at the moment.

b) uniforms – discussed buying all concierges business type shirts, say grey with Altair logo embroidered on for them to wear with their own dark trousers and black shoes for a more professional look. \$2k? After discussion agreed to enforce a casual but smart dress code.

c) In regard to the termination of D Wayne the chair noted:

i) The Altair Owners Corporation contract out the management of the concierges to Francis Management. All personnel, rosters, service standards, complaints etc are a matter for Francis Management.

ii) The matter involves both privacy and industrial relations issues which must be confidential.

iii) Francis Management did consult with the chair and the secretary of the EC before acting. The chair and the secretary agreed with Francis Management's decision and action. D Moore, who has considerable industrial relations legal experience and expertise, has also reviewed matters and has agreed with the actions taken.

The committee after discussion unanimously agreed that the secretary and D Moore should finalise a letter for the chair to send to D Wayne in response to his letter advising, amongst other things, that as far as the EC was concerned the matter was now closed.

The meeting finished at 19h50.

The next meeting will be held at 19h00 on Wednesday 16 March 2011.