



ALTAIR

Strata Plan 64622

EXECUTIVE COMMITTEE MEETING

Wednesday 20 July 2011, Elan meeting room 19h00

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

Guests: Eric Francis of Francis Management

Apologies: Cecile Modolo and Kathryn Thiel-Sirett

Minutes of Last Meeting

The Minutes of the last meeting were accepted.

Correspondence

- a) E-mail (17 July 2011) from Cecile Modolo resigning from the EC effective immediately.
The Chair reported that he had accepted the resignation with regret. The Committee's condolences were noted and the committee expressed its gratitude to Cecile for her services to Altair to date.

The Chair requests nominations from persons willing to serve on the EC, particularly from individuals with financial skills.

- b) DA from council re 1 KX Rd for existing Hair Salon 'under' the Elan to create associated coffee bar in same premises opening onto KX Rd operating 6am-6pm.
The Chair reported that he had contacted the Chair of Elan who supports the DA. Agreed no action required.

Finance update

June Finance Report available upon request.

On budget, but levies continue to be outstanding. Noted that levies are increasingly being paid late which has a negative effect upon addressing Altair's matters effectively.

The EC would appreciate prompt payment of levies.

Building Issues

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

Leaks

- i) Apartment leaks now repaired.
ii) Machine room roof membrane. The Building Manager is overseeing spot repairs.

Weekly meetings of the Building Manager, David Stanger, Ralf, Chair, and Tim, Secretary deal with building matters.

10-year plan

a) Lifts.

Lift maintenance work signed off by JCA our consultants.

b) Roof Car:

Aurecon consultants report supports the viability of the roof car concept noting that:

i) Roof car can have 3m tracks, which means the lifts can be used to get materials to the roof rather than having to use a crane at a cost of approx \$30k; and

ii) Tracks should be approx 4.5m apart to spread the load of the car and building maintenance unit. This means that anchor points will be less stressed and can be installed from above without accessing the penthouses.

An alternative contractor, Farra (based in Dunedin), has visited the Altair and a report is expected within about a week. Noted that a further 3 contractors had either withdrawn or proved not appropriate.

By-laws

Revised by-laws, including previously 'left out' special bylaws, are now posted on the Altair website in 'marked-up' format for ease of review by owners:

<http://www.altairapartments.com/wp-content/uploads/2011/05/1107-By-laws-with-proposed-amendments-as-at-July-2011.pdf>

These will need to be ratified at the next general meeting.

E-mail communication with owners

Initial response is positive and is being processed.

Owners who have not yet sent a response in relation to e-mail communication are urged to do so asap.

Website

Website is now complete with iPad/iPhone access.

www.altairapartments.com.

Owners should note that scrolling on iPads/iPhones requires TWO fingers not just one.

Parking security

Following an issue with 'pirate' parkers an extra concierge has been monitoring Saturday night parking from within the car park for the last two weeks and seems to have had a good effect in controlling usage while communicating to all parkers that the situation is being watched and controlled. Agreed to maintain intermittent monitoring.

Emergency procedures

Following the recent power outages various matters relating to performance during the 'black-out' have been monitored.

a) Agreed that an emergency pack should be developed for concierges, including e.g. loudspeaker notification to residents to keep them informed.

b) To provide power to the building so it would function without mains power, mainly to keep the lifts going and water pumps working, would require a serious generator at a

cost of hundreds of thousands of dollars (\$250k?). Francis Management advises that it is not at all common for apartment buildings to have such generators. The Altair roof will probably not take the weight of a generator. Agreed not to install such a generator.

c) The doors to the stairwells automatically unlock when the power goes out and automatically re-lock when the power comes back on which creates the potential for people who re-enter the building when the power is out being locked in the stairwells when the power comes on. Various mechanisms to prevent this have been discussed but they require rewiring at some cost (\$5k?) and a trade-off between building security and resident convenience.

Agreed not to take any action.

d) Noted that the signage at the bottom of the stairwells is not entirely clear on how to access the door to the street. Two new signs to be commissioned to clarify egress.

e) Some stairwell lights were not functioning and have been replaced.

Retail Space

1) Red Snail has ceased operations effective 18 July. All license fees and cleaning costs owing have been deducted from the \$10k bond. There is currently somewhere between \$900 and \$1000 remaining after some 14 months of operation. Agreed that the balance be refunded to the proprietors of Red Snail once the Building Manager has done a final inspection and ascertained that there are no further liabilities.

2) The Chair and Secretary have been in dialogue with the owner, Brad Garlick, re potential new operators. The Chair and Secretary have met the potential new operators (P/D) and had discussions on issues such as noise, parking, rubbish, the gardens in the common areas, signage, operating hours and the restaurant theme and development and agreed, in principle and subject to ratification at an EGM, the following:

- a. **Hours of operation:** As is. If at any time P/D wish to seek extension of the hours they will only do so with the express support of the Altair OC.
- b. **Parking:** It has been reinforced with P/D that the tenancy carries NO parking rights and that there are strict rules covering the use of the loading dock which need to be negotiated with the building manager.
- c. **Theme:** Steak/Fish licensed restaurant. Not part of a chain or franchise.
- d. **Development:** Final plans to be submitted to the EC but based on current footprint with possibly:
 - i) The vergola remaining closed and some sound proofing added (cannot confirm nature until designers etc go in and assess);
 - ii) A wrought iron gate with transparent in-fills installed on the northern side to lessen wind impact and inhibit casual traffic walking around the side of the restaurant;
 - iii) The window on to KX Rd will probably be re-opened (currently hidden by the sign on KX Rd);
 - iv) Canopies added to the high glass windows with possibly some subtle signage (subject to our and council approval);
- e. **Rubbish:** Apparently Red Snail used the 'retail rubbish room' for rubbish, general and dry goods storage. P/D wishes to have dry goods and rubbish in different places. Agreed not prepared to relinquish the car space next to the cool store for storage as it is our only common area park for 'tradies' with high top trucks. Agreed, in principle, to allowing P/D to 'share' some of the existing rubbish area including the rubbish backroom so that the existing 'retail rubbish room' can be dedicated to dry and general storage. Details to be resolved to the satisfaction of

- the Building Manager. This will probably result in the use of a large, covered dump-bin (similar to the ones in the rubbish backroom) dedicated to the restaurant.
- f. **Garden:** Agreed to restore/replant the existing 'box hedging' style planting in the common area and maintain the hedge. If P/D wish to have more extravagant plantings this will be subject to approval (not to be unreasonably withheld) and at their expense. Any extra maintenance will also be at the expense of P/D.
 - g. **Signage:** Illuminated signs (not flashing but possibly with an animated component.) will be installed on the northern and southern faces subject to our and council approval re look and positioning. Concept to be sighted asap.
 - h. **Noise:** It has been stressed at all meetings that noise is the primary concern. P/D will be making a sizable investment in the property and want some objective criteria to be agreed in relation to music/noise. Agreed, in principle and subject to ratification by the Altair OC at general meeting, that P/D will install a sound monitor in an agreed spot. This monitor will take scientific and continually verifiable measurements which can be sighted both within the restaurant and at the concierge's front desk. Sound levels will be tested and agreed in advance. P/D will agree contractually to maintain music and noise within agreed levels. Any costs associated with consultancy or installation and operation are to be at P/D's expense.
 - i. **Timelines:** Following agreement of the details the license agreement requires ratification by the OC at an EGM (at retail lot owner's expense). Assuming that we get agreement by the end of the week the soonest we can have an EGM is probably w/c August 8.

The meeting finished at 19h40.

The next meeting will be held at 18h30 on Wednesday 17 August 2011.