



Strata Plan 64622
EXECUTIVE COMMITTEE MEETING
Wednesday 20 June 2012, Elan 18h30

Attendance: Ralf Harding (Chair), Michael Meredith (Secretary), Paddy Conroy, Rob Di Iorio, Deborah Moore, Gavin Napier, Kathryn Thiel-Sirett, and David Stanger (Francis Management), Phillip Metcalf (Altair Building Manager).

Guests: None.

Apologies: Tim Trollip. Proxy to Kathryn Thiel-Sirett.

Minutes of Last Meeting:

The Minutes of the last meeting were accepted with the addition of "Subsequent consultation with our Strata Manager confirmed that the" after 'NB.' and before 'owner of the lot' under Retail Lot: Storage Loft on page 3.

Matters Arising:

- a. Issues dealt with under subsequent headings.
- b. Following consultation with Jim McDonald regarding protections and limitations for EC members (also see point a. under Finance Report) the following motion was passed:
'No member of the EC has, or should be expected to have, specialist legal knowledge of strata law or may act for the OC in any legal capacity IT WAS RESOLVED; and that the EC will only rely for advice or clarification on strata law issues in the first instance on our strata managers, StrataChoice; or if further or formal legal advice is deemed necessary then on advice from our appointed retained solicitors (currently Grace Lawyers).'

Correspondence:

- a. Letter from Chair to proprietors of Chimmichurri clarifying the Altair OC's position on some issues - previously circulated to all EC members. Agreed that the tone and content of the letter was appropriate.
- b. E-mail to the EC from Carole Ferrier complimenting the EC on the new carpets and pool covers. Noted that ABC radio will be interviewing Carole later this week on her role in collecting Altair re-cycling for charity.

Building Manager's Report: Attached.

Day-to-day issues are dealt with by the Building Manager and weekly meetings are held between the building manager(s) and Ralf, EC chair, to review issues, monitor progress etc. between EC meetings.

Finance Report - May:

- a. The OC does not have a Treasurer, or any EC member who purports to have any specialist training in, or responsibility for, accounting and/or the veracity of our accounts. Our monthly accounts are prepared and presented by StrataChoice, our licensed strata managers. The OC rely on StrataChoice for the accuracy and reliability of the monthly finance reports in accordance with their statutory fiduciary duties with respect to both the Strata Schemes Management Act and the Property Stock and Business Agents Act and their respective regulations. Each year end our accounts as prepared by StrataChoice are subject to an independent audit by our appointed auditors, CBC Partners. Subsequent to the meeting Rob Di Iorio offered to take the Treasurer role – to be ratified at the next EC meeting. Thanks Rob!
- b. Admin/total budget is broadly 'on-track'. Expenses for the YTD are approximately \$35k below budget. \$157k shortfall in the YTD revenue compared to budget results in a net shortfall, when compared to budget, of \$110k. StrataChoice have advised that the variance is largely explained on the basis that our budget is prepared on an accrual basis with levies paid quarterly, but monthly accounting processed on a cash basis. Our reported budget should thus come back into surplus as levies are paid but this may not be fully reflected until the July report. The Admin Fund remains in a positive balance. The costs and revenue are in line with the original budget and the discrepancy is only a timing issue.
- c. Sinking Fund remains positive but we have yet to pay for all the recent pool cover and lift foyer work and have further to finalise the costs for the roof membrane and roof car. Nonetheless the Sinking Fund is ahead of the anticipated 2012 capital expenditure with realised annual savings of approx. \$60k year to date.
- d. A copy of the monthly finance report is available to any owner on request to the Building Manager.

Updates:

Pool Covers:

- a) The pool covers have been installed on all three pools.
- b) The extraordinary storm of Monday 4 June caused some issues particularly with the spa pool cover and we are experimenting with i) removing some slats and ii) using slats with gaps cut in to allow the wind to pass through to assist with wind control. Option ii) is more aesthetically pleasing, seems to be working and has eliminated any 'flapping' noise (but we haven't had another major storm).

- c) We are also trialing a push button system of opening and closing the covers so that residents can operate the covers 'on demand', especially in the colder months.
- d) We have an operational issue with closing the main pool cover and would ask that residents do NOT attempt to close the cover of the main pool until we have resolved this (the concierges will close the main pool cover in the interim). It remains in order for residents to use the controls to open the main pool, just not to close it.
- e) The controls for both opening and closing are working for the spa and paddling pools so residents can operate these 'on demand'.
- f) It is planned to move the main pool and spa controls to a central position to make operations more convenient for residents and, in particular, to encourage residents to close the covers after use.

Lift Foyers:

- a) Carpets: New carpets have been laid. The placement of mats of the same carpet cut to size and over-locked to go in the lifts and provide a face-lift was discussed. Cost \$885 plus gst. Agreed NOT to proceed.
- b) Painting: The walls have been painted. Unfortunately the process of carpet-laying has caused some marks to the walls and we are progressively 'spot' repairing the paint work. The grey doors (internal fire doors) are being re-painted as the paint has not performed as required.
- c) Signs/numbers: The signs and numbers are being progressively re-installed consistent with the paint curing properly.

Retail Space:

- a) Rubbish. Following some issues with smelly and unsightly rubbish we have discussed remedies with Chimmichurri. Francis Management reports that there have been no subsequent problems for the last month.
- b) Vergola: The 'fixed' roof over the vergola has been installed which has now water-proofed the restaurant space. We have asked Chimmichurri to attend to some unsightly damage on the north façade.
- c) Storage Loft: Work on construction is complete. Chimmichurri are in discussion with WH&S on a suitable ladder/access methodology that also complies with Altair requirements. The car space under the storage loft has been cleared of storage from Chimmichurri.

WH&S:

The new (2012) NSW legislation requires Altair to have two reports:

- a) Asbestos Report. Site inspected. We have no asbestos.

- b) Risk Assessment Report. Site inspected. 6 relatively minor issues emerged 5 of which have subsequently been resolved and the last one is in the process of being resolved.

Concierge Issues:

Some concierge issues are being dealt with by Francis Management.

Resident Issues:

- a) There is a pet accessing the podium. We have located the owner and advised them verbally and in writing that no pets are allowed on the podium and are working through a remedy to contain the pet.
- b) Lot 103 – Air Conditioning. This matter is proceeding to the CTTT.
- c) Lot 131 – Works. Audible works carried out on the weekend in contravention to by-laws. Francis Management have spoken and written to owner re this and noted that the works affected common property and that the owner has to now accept responsibility for any subsequent consequences of that work.
- d) Tenant. Issues with a tenant. Francis Management reviewing possible next steps including discussions with the police.

Roof Membrane:

A number of contractors have visited the site. Current view is that the membrane does not require complete replacing and that some 'spot' fixing should be satisfactory although only one contractor is interested in the job at the reduced scope of work. Agreed to proceed with 'spot' repair for a 'guesstimated' price of \$12k. It is noted that this work may not take place until after the Roof Car is resolved as there may be collateral damage to the membrane associated with installation of the Roof Car tracks (see next item).

Roof Car:

Following discussions at the last EC meeting re a motorised abseiling option from Norway we have pursued further discussions with another contractor based in NZ. Francis Management and the Chair have met with a representative of the NZ contractor on site this week and 'walked' through their proposal. In short we now have two viable proposals; the Norway and NZ options. Neither proposal is 'perfect' but it is clear from our very extensive research and consultation process spanning over two years that there is unlikely to be a 'perfect' solution.

The Norway proposal: - Motorised abseiling

1. Will cost between \$100 and \$150k plus gst which can only be confirmed after final drawings. These drawings will cost approx. \$6500 but that is included in the total price.
2. The advantage of the Norway system is that after installation we will not require any permission from any owner to access the exterior of the building.
3. The disadvantages of the Norway system are:
 - i. That we will have to do one-off but potentially intrusive works to the balcony soffits of the north 18th level apartments;
 - ii. Regular maintenance checks requiring access to the level 18 apartments will need to be done annually.
 - iii. We will also have to construct loading platforms and some form of access to load from level 19.
 - iv. There are (debatable) aesthetic issues.

The NZ proposal: - Roof Car

1. Will cost approx. \$120k plus gst. \$116k installed plus some electrical work to provide 3 phase power to the 20th level.
2. The NZ system has been significantly improved from a previous proposal to:
 - a) Drop the weight (mass not to be confused with leveraged load) of the device from around 5 tonnes to about 500kg which should eliminate any roof strength issues (to be confirmed by our independent engineers);
 - b) Enable all loading, access etc. from the roof;
 - c) Be motorised to allow it to be 'driven' by operators in the BMU.
 - d) A spur in the rail track should allow all equipment to be stored out of sight on the roof.
3. The disadvantage is that the BMU cannot reach the east and west ends of the flying bridges so we may still need to address painting the end of the flying bridges every 15 years.

Recommendation:

Francis Management recommends proceeding with the NZ option. The EC endorsed this recommendation and agreed to recommend this proposal to the owners.

Protocol:

- Both options will need a DA. Jim McDonald of StrataChoice has estimated that a DA will take 6-8 weeks and cost about \$3k. Following our Strata Manager's recommendation the EC agreed to retain an architect to lodge the application.

- The Roof Car proposal will need owners approval to a special resolution subject to section 65a (addition to the common property) at a general meeting.
- The sum involved is within the amount projected in the 10-year plan and Sinking Fund (\$210k). Jim McDonald advises that owner approval may be gained by an 'e-mail' EGM.
- The EC agreed to call an EGM, at the discretion of the Strata Manager, to seek approval for the Roof Car proposal.

Building Security:

There has been an attempt to break in through the fire doors late at night. After an investigation involving the police it has been resolved that the 'intruders' may possibly (inconclusive) have breached one outside door (of three attempted) but that they did not succeed in breaching the inside fire door(s) and did not enter the building – confirmed by our CCTV footage. Subsequently the fire doors have been inspected, repaired and strengthened where appropriate. We last had a police audit of Altair building security around two years ago. We have requested a new police audit.

Kathryn Thiel-Sirett raised some concerns re security; recommending the use of 'swipe' cards to access levels 2 & 3 and noting that pedestrian access through the roller door on KX Rd should be stopped to prevent the possibility of pedestrians and cars sharing the same space which she believes could have safety and security implications. These views had little support but it was agreed to wait for the outcome of the police audit and discuss at the next EC meeting.

Election of new EC member:

Anna Shepherd was elected to the EC.

AOB:

Building Manager

Attached for interested owners is a bio of our new Building Manager, Phillip Metcalf

Foxtel:

There may be some issues with the recording of reception from Foxtel. Francis Management to investigate.

The meeting finished at 19h20.

The next meeting will be held at 18h30 on Wednesday July 18 2012.