



ALTAIR

Strata Plan 64622

EXECUTIVE COMMITTEE MEETING

Wednesday 7 November 2012, Elan 18h30

Attendance: Ralf Harding (Chair), Michael Meredith (Secretary), Paddy Conroy, Deb Moore, Gavin Napier, Kathryn Thiel-Sirett. Phillip Metcalf (Altair Building Manager).

Guests: Carole Ferrier

Apologies: Anna Shepherd (proxy to Michael Meredith), Rob Di Iorio (Treasurer), Jimmy Thomson.

Minutes of Last Meeting:

The Minutes of the last meeting were accepted.

Matters Arising:

Issues dealt with under subsequent headings.

Correspondence:

- a. E-mail from Jimmy Thomson regarding Air-conditioning issue. Dealt with under 'Air-Conditioning' following.
- b. E-mail from David Mackinnon re gym equipment. Noted that a report on the state of our gym equipment was received by the EC on 22 August advising that all existing equipment was functional and did not require replacement; but also that there was an amount in the Sinking Fund allocated to upgrading gym gear in 2013. No decisions have been made on upgrades at this stage.
- c. Letter to resident regarding inappropriate interaction with a concierge. Dealt with under 'Resident Issues' following.
- d. Letter from Mary Tonkin in support of the services provided by a concierge, Lesley Green.

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, Ralf (Chair) and/or Michael (Secretary), to review issues, monitor progress etc. between EC meetings.

Finance Report – October

In the absence of the Treasurer (work pressures) we have commissioned a summary of our position to the end of October from StrataChoice and a projection of our likely year-end position from Francis Management (FM).

The October summary from StrataChoice shows that YTD cash flow is broadly in line with the budget set at the beginning of the year. We have positive cash-flow in the Administration and Sinking Funds.

A copy of the finance report is available to any owner on application to the Building Manager.

Updates:

Pool Covers:

- a) Following the recent storm we have experimented with a wind-shield around the main pool reel. FM advises that this seems to be working in the face of subsequent strong winds. Construction and installation of glass and aluminium shields by a contractor will cost approx. \$6k. Seeking second quote before proceeding. FM authorized to proceed with shields on all 3 pools at the lowest satisfactory quote.
- b) Training has been conducted with all concierges on the correct procedures for closing the pool covers.

WH&S: FM reports that there are currently no outstanding WH&S issues.

Fire Safety Report: Certificate 15A has been issued and sent to the appropriate authorities. A limited number of apartments, which for a variety of reasons could not be accessed last time, are being re-checked. No significant issues but all are being dealt with by FM. It was noted that the communication to owners regarding the inspection was less than perfect. FM to liaise with Eagle Fire Services to rectify this process for future inspections.

It was noted that while the Australian Standard for the gap under fire doors is 10mm Altair has dispensation to have up to 15mm although the majority of Altair doors meet the 10mm standard. Building Manager confirmed that this dispensation remains in force and that he is in the process of ensuring that all doors comply. Any issues are being dealt with in conjunction with some work on the carpets (see next item). This has not interfered with the 15A certificate being issued.

Carpets: FM have detected some minor issues with the recently installed carpets and are having discussions with Whites next week re remedies.

Boilers: FM and our hot water heater contractors have determined that we are close to exhausting the pirating of one old Powerfin to maintain the other and that we will need to replace this 'back-up' heater with a Raypak similar to our newest heater in the near future. FM has obtained a firm price of \$30k and an indicative price of \$55k (TBC) and advises that there is no reason why we should not accept the lowest price. Agreed to authorise FM to proceed with ordering a new Raypak at the lowest quote to be installed asap. There is an allowance in the Sinking Fund for 2013 for a replacement boiler that will cover this cost.

Apartment Door repainting: Some of the recently (acrylic) painted apartment doors are showing early signs of wear. FM has negotiated with the painters to redo the doors in oil-based paints in January at no charge.

Roof Car:

- c) Contract. Received and reviewed by FM. Further reviewed by Grace Lawyers who have suggested some changes. Farra have agreed to nearly all these changes. The remaining issues are relatively minor and are under negotiation led by FM who expects these to be resolved very shortly.
- d) Timeline received from Farra suggests that the project should be operational from mid-Feb.

Air-Conditioning Issue: Following the CTTT ruling against our action we have provided further evidence to Grace Lawyers who advise that they can now pursue the issue with the CTTT using this evidence. Approx. cost \$2500. Agreed to instruct Grace to proceed.

Concierge Issues: FM report that there are ongoing issues with staff and staffing but that they are actively addressing them. FM are acting on the basis that whatever the EC/OC might decide to do we will need a team under the current regime for say six months. (See 'Living with Altair Initiative' following)

Resident Issues: The Secretary has written to a resident about an interchange between the resident and a concierge. The resident has subsequently discussed the issue with the Secretary, has not disputed any of the alleged facts and has been advised that their actions were inappropriate and encouraged 'gossip' which could result in the dismissal of the concierge.

Car Park Louvres: A prototype of the proposed new louvre has been installed (near south-west exit door on Craigend St). It was agreed that it delivered on functionality and aesthetics except that the colour match could be improved. It can be installed from inside the car park (no cranes or scaffolding) and can be repaired 'in situ' if necessary. The proposed louvres have a 15-year warranty and will cost approx. \$600/700 each, depending on length, installed in batches of 10. Agreed that FM should proceed to replace louvres as they fail using this prototype with improved colour matching.

Transformers: 11 owners asked for their transformers to be checked with 2 requiring some action. This has been done and where necessary repairs effected at the owner's cost. It has been confirmed by StrataChoice that transformers and ceiling lights are NOT common property and are the Altair owner's responsibility.

Altair Community Initiative: The sub-committee of Gavin, Anna and Paddy presented alternative models regarding the management of the

building, concierge services and cleaning. It was agreed that they should continue to liaise with StrataChoice to develop an appropriate Request for Proposal (RFP) format with the goal of presenting a recommendation/plan to the owners at the Feb 4 AGM.

Flooring and noise. Discussions were held over a recently laid hard floor which had some reported noise issues. FM confirmed that the floor complied in design, insulation and application with Altair requirements and is an 'approved' floor. It was suggested that the complainant approach the owner of the floor to discuss whether there were any behaviours that could be modified to ameliorate the situation.

Election of EC member. Three owners nominated for the vacant position. John Anderson was elected to the EC.

AOB.

Christmas party. It was agreed to hold the Christmas party in the foyer on Wednesday December 12 on the same broad basis as last year. Paddy Conroy volunteered to organize in conjunction with Anna Shepherd.

The meeting finished at 19h30.

The next meeting will be held at 18h30 on Wednesday December 5, 2012.