



**EXECUTIVE COMMITTEE MINUTES**  
**Wednesday June 15, 2016, Altair EC Meeting Room. 1830**

**Attendance:** Deb Moore (Chair), Ralf Harding (Secretary), Michael Cluff, Chris Gardener, Luisa Liotta, David Mackinnon, Eric Moses, Kevin Wellington, Mario Caruana (Building Manager).

**Guests:**

**Apologies:**

**Minutes of Last Meeting:** Accepted with the inclusion of an amendment detailed in correspondence point b) following.

**Matters Arising:** Addressed following

**Correspondence:**

- a) Email from an owner, Anton Scott, following up from correspondence reported last month, questioning the EC's decision-making and motives...and a response from the Secretary acknowledging receipt of that correspondence.
- b) Email from an owner, Adam Beck, following up from correspondence reported last month noting that
  - a. He had been misrepresented in the last (May) EC minutes relating to the Strata Choice (SC) agreement in that he had not suggested "that the SC agreement be modified to allow an exit at 12 months not 3 years" but rather that "In the context of SC failing to include the rollover of their contract at the last AGM it would be appropriate for Altair to terminate their contract if not ratified at the next AGM".
  - b. SC gets commissions relating to the Altair insurance premiums which he believes is inappropriate and suggesting that fee for service is a better option,.....and a response from the Secretary noting that
  - i) Adam Beck is correct. He was misrepresented as claimed above. Apologies.  
EC agreed to amend the May minutes accordingly.
  - ii) The issue of commissions re insurance had previously been discussed at EC level several years ago and a decision taken that the status quo be maintained as there was no saving involved BUT....see 'Contractor Agreements -Strata Choice' following.
- c) Email from an owner, Jimmy Thomson, complaining about noise and requesting that the EC send a Notice to Comply to another resident...and a

response from the Secretary noting that following investigation into the incident(s) it is agreed that this is a serious issue and after consultation with the Strata Manager a letter has been sent from the Strata Manager to the resident tenant of 1405 (as well as the letting agent and owner of the lot) detailing the various incidents/complaints, the bylaw transgressed and requiring him to take immediate steps to remedy his behaviour.

### **Finance Report:**

The May Financial Summary indicates that normal expenditure is a bit over budget (\$10k YTD?) and we must anticipate that this will be further exacerbated by costs relating to the storm (\$10k?). This is irritating but not yet serious and hopefully a clamp on all but wholly necessary expenditure across the rest of the year will bring the budget back into line.

NB. Budget update. As previously reported we have \$54k of costs from 2015 that were not accrued in 2015 and are consequently in our 2016 accounts. We have also had some changes to our capital costs with an anticipated Lifts Code Upgrade of \$53k being no longer required in 2016. Accordingly the EC agreed to adjust the 2016 budget for monthly reporting purposes with these amounts (\$54k vs \$53k) effectively cancelling each other out and to stop reporting the un-accrued carry-over each month.

A copy of the Financial Summary is available to any Owner on request from the Building Manager.

### **Building Manager's Report:** Attached

NBN

The Building Manager is proceeding with a questionnaire to Owners regarding the uptake and experience by residents in Altair who have subscribed to the NBN to assist other owners with their broadband plans. We will circulate results when they are returned and collated.

CoSC – Energy Audit

We continue to liaise with CoSC regarding a possible Council funded audit of Altair regarding improving energy efficiency.

Pool Maintenance

Some pool cover elements are damaged and may require replacement. We are in discussions with REMCO regarding responsibility for replacement with respect to warranty.

Storm damage

Various items of damage (relatively minor in the circumstances) were sustained during the storm. These have now mainly been dealt with. The pools required draining to ensure that any glass from broken pool surrounds has been removed.

There will be some extra cost to the budget but probably less than \$10k which is unlikely to be recoverable from our insurance due to our excess.

### **Garbage Compactor**

As previously advised the garbage compactor has been damaged by heavy and hard objects dropped down the chute. This is the first time our contractors have ever experienced this problem in any building so repairs will be on a parts and labour basis. Residents are reminded that not only do heavy and hard objects damage our equipment but they, along with glass – especially glass bottles, represent a significant safety hazard to the cleaners who are often in the garbage room. Please do not drop glass, especially glass bottles, and/or any other hard and heavy objects down the chute.

Owners are also reminded that we do not collect rubbish ‘dropped off’ in the rubbish room in each level’s foyer. Rubbish must either go down the chute or be deposited in the garbage room in the garage.

### **Updates**

#### Legal/Air Conditioning

We await a date for mediation as required by the Supreme Court.

#### Gardens

The gardens are now under the care of our regular maintenance gardeners following a hand-over from AW&A. There will still be a formal review of the installation with AW&A after 6 months.

#### Retail Lot

Nothing further to report.

#### Lift Services

As a result of our negotiations regarding lift maintenance Kone have agreed to swap over the controls in each lift so that the relatively unused controls on the left hand side move to the heavily used right hand side. It is hoped that this will substantially prolong the life of the lift controls. The work will happen progressively over the next six months or so in association with the regular maintenance schedule to minimize inconvenience and is at no additional cost.

### **Window Restraints**

As reported last month we will be required to install window restraints on some windows for child safety purposes by March 2018. We have investigated a variety of options. This is complicated by the fact that the Altair ‘windows’ on the east and west facades are in fact not windows at all but re-configured doors and the standard recommended restraints do not work in a satisfactory manner in that they would permanently inhibit the ability to completely open the ‘windows’ following installation. This is further complicated by the requirement that any locks or controls relating to

the restraints be located above a certain height which is higher than the current sill. We continue to seek a satisfactory solution.

### **Contractor Agreements**

- 1) Pay rates. There has been considerable publicity over recent months regarding workers not being appropriately paid especially workers on hourly rates. We have contacted our regular contractors to seek assurances that their staff rates comply with NSW awards and that appropriate insurances etc. are in place.
  - a) Aster Cleaning: Have advised in writing that they comply with award rates and have supplied Certificates of Currency regarding insurance including Workers Compensation.
  - b) A Class Concierge: We await written confirmation of similar information from A Class Concierges.
- 2) Strata Choice: The issue of commission vs 'fee for service' as revenue to Strata Choice for managing our insurance premiums has been raised by an owner. This has previously been discussed (about three years ago?) and the EC view at that time was that as there were no savings involved then change was not a priority. This has also not been a particularly pressing issue since as, after we conducted a major review of our insurance in 2012, our premiums have risen 11% over the last four years which very broadly equates with inflation. The commissions gained by SC are openly declared each year but It could be argued that 'fee for service' offers greater transparency. After discussions Strata Choice have agreed that we can transfer the insurance commission to a fee when the current insurance commission expires in December. EC agreed to move to this funding model at that time.

### **Communication/ Buyer Information**

Owners should be aware that, as agreed at the May EC meeting, we have added the 20-year Financial and Capital Works Plan and the last three EC Annual Reports to the Owners (from the 2014, 2015 and 2016 AGMs) to the General Meeting and EC minutes already posted on the Altair website ([altairapartments.com.au](http://altairapartments.com.au)). This is a good source of information for any prospective buyers in Altair and can be found on the Altair Apartments website under 'Minutes'. Any owner who is selling might like to advise their real estate agent of this free information for potential buyers.

### **EC Election**

A vacancy on the EC has been advertised in the minutes and in the lift notices following the resignation of a member at the May EC meeting. A resident owner, Mandy Heimann, was elected to join the EC effective immediately.

**Meeting concluded at 1900.**

**Next EC Meeting Wednesday July 20, 2016.**