



ALTAIR

Strata Plan 64622

EXECUTIVE COMMITTEE MEETING

Wednesday 19 September 2012, Elan 18h30

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

Guests: Carole Ferrier, Jimmy Thomson

Apologies: Rob Di Iorio (Treasurer) - proxy to Kathryn Thiel-Sirett.

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 'The Firm', inspectors of Altair's gym equipment, advising that the existing equipment remains in good functional order; and that the equipment does not currently warrant replacement. Noted that there is some budget for equipment upgrade in 2013 in the 10-year plan. Agreed that a decision on any upgrade can wait until at least 2013.

b. Letter from the CTTT (attached) advising that our application to have an air-conditioning unit that had been installed contrary to our by-laws removed had been dismissed.

The Chair has had a number of discussions with StrataChoice and Grace Lawyers regarding our options. It was agreed to request advice from Grace Lawyers on next steps with a possible view to appealing the decision. Grace Lawyers have offered to give preliminary advice at no charge but 'guesstimate' that an appeal will cost around \$5k. We have spent approx. \$5k on legal fees to date on this issue.

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 – August

In the absence of the Treasurer (travelling overseas) we have commissioned a summary of our position to the end of August from StrataChoice and a projection of our likely year-end position from Francis Management.

The August 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.

The year-end projection from Francis Management suggests that:

- a) The Admin Fund will be overspent by approx. \$30k due to the difficulties in finding and retaining concierges for the 'graveyard' shift, the extended illness of a concierge and the hiring of temps to cover these issues. This is off-set by –
- b) Significant savings in the Sinking Fund. After accounting for the installation of the Roof Car (which will occur and be billed over 2012 and 2013) there are projected savings of possibly \$100-130k compared with the 2012 Sinking Fund budget which suggest total net savings across the consolidated funds at year-end.

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

Updates:

Pool Covers:

The pool covers now appear to be working satisfactorily following further work on the 'limiters'. Agreed to retain the current protocol of owners opening, but concierges closing, the covers while we retain a watching brief. There may also be some WH&S issues to be resolved before we can close the covers 'remotely'.

Noted that analysis of the latest gas and chemical invoices show that usage has declined by about 2/3rds for the latest period compared with the same period last year which is in line with the calculations on which we based installing the covers. If this usage pattern continues the covers will pay for themselves in 2 to 3 years.

WH&S:

Francis Management reports that there are no currently outstanding WH&S issues except the possible issue above.

Car Park Louvres:

Following extensive research a form of aluminium louvre has been located which will remain straight. The aluminium will last for decades and the surface, which is a '3-D' paint finish designed to replicate the existing louvres, is warrantied for 15 years and can be repaired/upgraded on site after any deterioration. A full-size sample has been ordered for installation so that the EC can view it 'in situ'. If agreed appropriate this will allow us to replace louvres 'piecemeal' if, as and when existing louvres fail.

Boilers:

Francis Management has had our contractors review our boilers. The new boiler is functioning very well after some initial teething problems. The 'back-up' boiler is nearing the end of its useful life. We have budget allocated for a new boiler in 2013 as part of the 10-year plan. It was agreed to replace the 'back-up' boiler in 2013.

Transformers:

A transformer associated with a down-light in an owner's bathroom ceiling has been detected as over-heating largely because it is surrounded by insulation. We have asked our electricians to inspect the situation and they say that the problem, where it exists, appears to be only in the insulated bathroom ceilings (ceilings outside the bathrooms are not insulated). Our electricians advise that the transformers have thermostat cut-outs and that the problem is not urgent but recommend that, as lights/transformers fail, owners replace the old-style transformers with new ones (the new-style transformers have a lower heat out-put.) They also recommend installing a bigger unit which will create a cavity in the ceiling big enough to put a hand through which will allow a better siting of the transformers above the insulation rather than embedded in it. Mifsud are preparing an 'inspection and replacement' package price for any owner who wishes to be pro-active about the issue. Please contact the Building Manager.

Please note that transformers and ceiling lights are NOT common property and are the owner's responsibility.

Roof Car:

- a) DA. City of Sydney Council has approved the DA. We will proceed with technical drawings which will take 5/6 weeks.
- b) Contract: A draft contract has been received which is under review by Francis Management

Electrical Grid:

It was noted that we do not know what the electrical capacity of Altair is, the amount of electricity that is consumed (peaks and troughs) and accordingly how much spare capacity we have. It was agreed to commission an Electrical Engineers report to determine this.

Concierge Issues:

Francis Management has hired a temporary replacement to bolster the roster after the resignation of Peter. A formal letter of warning has been delivered to a concierge. Managing the concierges remains a problem and options for managing the concierges are under review (see next item).

Altair Community:

The EC is reviewing our options with building management services and looking for an outcome that best serves the Altair Community. With this in mind the EC agreed that with the installation of the Roof Car we will have largely addressed the 'construction and consolidation' phase during which we attended to the defects after the failed court action against the

developers and redressed our previous financial difficulties. Consequently the EC believe that, while we will always be concerned with safety, durability and maintenance issues with the building and ongoing prudent and frugal financial management, the focus can now shift from 'construction and consolidation' to 'service and standards' within Altair.

An 'Altair Community' sub-committee has been formed comprising Gavin Napier, Anna Shepherd and Paddy Conroy to make recommendations on what this change in focus might mean and how it could be implemented. The Altair Community committee tabled a broad recommendation which addressed this new focus within possible structures of management of all building services, including building management, concierges, cleaning, repairs etc. This plan was agreed by the EC in principle.

The sub-committee was charged with investigating options and costs, developing the plan into action points and budgets with specific regard to the Altair financial plan; and to formulate a presentation to be discussed with the owners at the AGM on Feb 4 2013. It was noted that the Chair and Secretary have briefed Francis Management separately on this planned shift in focus.

Until any action plan is developed and approved the day-to-day management of the building and services will continue as usual under Francis Management and via the weekly meetings between Francis Management and the Chair.

Election of EC member:

Following a vacancy occurring on the EC the position has been advertised and two owners have applied. After an election the vote was tied and the election was declared null. Any owners who are interested in standing for election at the next EC meeting on Wed November 7 are invited to contact the secretary Michael Meredith.

AOB:

- a) Noted that some moving activities were coming through the front door rather than the car dock. Francis Management to enforce the rules re moves.
- b) Some inappropriate activities regarding the concierges were noted. Francis Management to monitor and manage.

**The meeting finished at 19h45.
The next meeting will be held at 18h30 on Wednesday November 7 2012.**