



Strata Plan 64622

## EXECUTIVE COMMITTEE MEETING

Wednesday 14 December 2011, Elan meeting room 18h30

**Attendance:** Ralf Harding (Chair), Richard Beck (Treasurer) (Part), Michael Meredith, Deborah Moore, Gavin Napier, Kathryn Thiel-Sirett, Tim Trollip and David Stanger (Building Manager)

**Guests:** Eric Francis of Francis Management

**Apologies:** John Anderson, Rob Di Iorio

### Appointments for this Meeting

John Anderson appointed Ralf to act in his place at this meeting of the Executive Committee. Richard Beck appointed Deborah Moore to act his in place effective when Richard left the meeting.

The EC accepted these proxies.

### Minutes of Last Meeting and Matters Arising

The minutes of the last meeting were accepted.

### Correspondence

1. Correspondence from Tim Trollip resigning as Secretary. Tim confirmed that he wishes to remain on the EC. The Executive Committee thanked Tim for his contribution as Secretary over the past two years. Meeting noted that as this is likely to be the last EC meeting before the AGM, the role of Secretary is not replaced before then and agreed that David should write the minutes.
2. Correspondence received from just prior to last month's EC meeting from BAC Brokers in response to a request from Tim. The correspondence from BAC confirms that, as in previous years, the litigation events have been a contributing factor to the increase in renewal terms for Altair insurances.

### Finance Report and Budget

2011 Budget: On-budget. When the 'Admin' and 'Sinking' funds are consolidated we are slightly ahead of budget. The Finance Report is available from the Building Manager to any owner who would like a copy.

2012 Budget: The Building Manager, Chair and Treasurer have met to review the 2012 budget on the continuing basis of the financial discipline that we aim to cover all operating costs in the Admin budget with any surplus going to the Sinking fund; and fund the Sinking Fund without building an unallocated 'slush' fund. Increases in operating costs have been estimated for next year and the Capex items planned for 2012 from the 10-year plan included, as well as the roof car which was approved for 2011. We have assumed that Capex will include Lifts - \$30k - work in Feb, paid in March; Lift Foyer carpets, painting etc - \$150k - work in March, paid in April; Pool covers - \$50k - work in April paid in May; Roof Car and Roof Membrane - \$210k plus \$70k - work in Aug/Sept paid in Sept/Oct. Agreed that this budget for 2012 be recommended to the owners for approval at the 2012 AGM. No levy increase required for 2012.

Richard advised that he believed that the Sinking Fund 10-Year Plan should be indexed for inflation. After discussion, it was agreed that David would review the 10-year Sinking Plan budget and revise the figures for 2013 and beyond to allow for indexation. David to present the revised budget to Richard and Ralf for review, and ultimately to the Executive Committee.

Richard left the meeting due to another commitment and appointed Deborah Moore as his proxy for the remainder of the meeting.

### **Building Manager's Report**

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

Key Issues:

- a) **Lifts:** Controls need attention. Work on controls is part of the 10-year plan designated for early 2012.
- b) **Leaks:** All apartment issues resolved. Leak from spa being attended to by Buildcorp under warranty.
- c) **Carpark lighting:** Awaiting feedback from other 'Francis Management' building where the car park electricity can now be isolated.
- d) **Retail lot:**
  - i) Garden surrounding the lot being infill planted and tidied up.
  - ii) David is liaising with operators to attempt to assist with storage taking care not to compromise owner/resident access, rights or amenity.
  - iii) Agreed rubbish protocol with allocated space and operators removing rubbish as many times during the week as it takes to clear the rubbish at the operators expense. The meeting agreed that a 'wall' may be built to hide some unsightly non-biodegradable rubbish at David's discretion at a minor cost (\$2/300?)
  - iv) Licensing Agreement. Agreement approved at EGM signed by owner and operator of the retail lot and Jim McDonald on behalf of Altair.
  - v) Operators wish permission to install a 'decorative fountain' in the open courtyard to the north. The fountain is self-contained and 'portable' i.e. neither cemented nor plumbed in.  
EC agreed to this on the proviso that the operators undertake to remove the fountain at any time in the future at the entire discretion of the EC.
- e) **Inside Strata:** See article (attached) resulting from visit by CoS council. They wish to re-publish on a 'Green Strata' website. EC voted to give permission.  
Copies of the article to be distributed to all resident owners and tenants.

### **Retail Lot**

By-Law relating to Exclusive Use of the Residential garbage room was discussed. David to investigate and advise whether the By-Law needs to be modified in relation to the proposed new rubbish protocol with the retail operators.

### **Resident Issues**

- a) Two owners have installed mirrors on the exterior walls of their balconies. This contravenes the by-laws and is unacceptable. EC strongly agreed that it was important to act immediately to prevent any precedent being established. Ralf and David are in dialogue with one resident owner to have the mirrors removed.

David has written to the other non-resident owner requiring that the mirror is removed immediately. Meeting agreed that further, more formal, action should be taken if these requests were denied.

- b) A Notice to Comply with a By-Law has been served on the owner who installed an air-conditioning unit (x 2), in spite of specifically being advised that this was not allowed. The Notice requires immediate removal of the equipment. There is no evidence that this is being acted on and some direct feedback to the contrary. Meeting agreed that we instruct Grace Lawyers to take action to effect removal and that Ralf and David should liaise with Grace Lawyers as soon as possible.

### **Roof Car**

Our consultant engineers, Robert Bird Group, have confirmed that the 19<sup>th</sup> and 20<sup>th</sup> floor slabs will not take the loadings of the roof car as proposed. Options proposed for strengthening include

- a) Steel beams which are 600mm (about 2ft) deep and weigh about a tonne per 8 metres. Ceiling space is about 150/200mm so this will not work.
- b) Carbon Fibre. David is pursuing this option with Birds and a specialist carbon fibre firm.

There is an option of a lightweight BMU being investigated by David particularly in relation to engineering aspects of loadings on the slabs. This option will be limited in its application and is effectively a more efficient version of abseiling. It is unlikely that the Roof Car issue will be resolved in the immediate future but it is important that we continue to investigate all options to paint the building.

### **Pool Covers**

Capex for 2012 includes the proposed pool covers previously agreed in principle. Recommendation to go to the owners at the AGM.

### **New Years Eve Parking**

Meeting agreed that we continue the procedure from 2010/2011 with parking at \$50 per space. Max of 2 spaces per booking. This year any booking that is not paid for within 48hrs of the booking will be lost.

David is to enquire with residents who will be away NYE and would be prepared to offer their vacant car space for the night. Any owner with a spare car space for NYE is invited to contact Peter at the concierge desk.

### **Christmas Party**

Meeting thanked Kathryn and David for organising the Christmas party and noted the exceptional service provided by the on-duty concierge staff, Peter, Lesley and Yahya.

Meeting also acknowledged the wonderful year-round service of our dedicated concierge staff and their willingness and flexibility in covering shifts at short notice.

### **New Executive Committee member**

Richard Beck has sold and consequently resigned from the EC. The Executive Committee thanked Richard for his contribution as Treasurer over the past two years.

Three candidates had indicated their interest in serving on the EC and after some discussion the meeting voted to appoint Paddy Conroy onto the Executive Committee effective immediately.

The EC indicated that they were all likely to be available to serve again next year. Agreed that anyone who may not be available would confirm by January 15 2012.

**The meeting finished at 19h50.**

**The next meeting will be the AGM on 20 February 2012**