



Dear Altair Owner,

Renovations

At the 2023 AGM, on the advice of Grace Lawyers, the Owners approved revised by-laws which adopted the renovation protocols introduced under the *Strata Schemes Management Act 2015* (SSMA2015).

The SSMA2015 (and now Altair) describes works to common property in connection with owners' apartments under three categories – Cosmetic Works, Minor Works, and Major Works.

1. Cosmetic Works.

This includes works in apartments which are largely aesthetic in nature and only result in minimal impact to the common property including painting, hanging pictures, installing or replacing built-in wardrobes, laying carpet etc.

- a. This does NOT require permission however owners should liaise with the Building Manager to ensure that their proposed plans do qualify under the category of Cosmetic Works.
- b. Quite apart from any classification issues owners should liaise with the Building Manager to ensure that appropriate access to lifts etc for tradesmen is booked in.
- c. Owners must ensure that any damage caused to any part of the common property by the carrying out of cosmetic work by or on behalf of the owner is repaired and the cosmetic work and any repairs are carried out in a competent and proper manner.
- d. Owners laying new carpet must only install the acoustic underlay underneath the carpet that is specified by the Owners Corporation or strata committee from time to time (the Building Manager can confirm this) to ensure that the new carpet, once installed, complies with By-law 6 (Floor coverings in your lot).

2. Minor Works.

This includes kitchen renovations and reconfiguring non-structural walls, but the main issue with Minor Works in Altair will be hard flooring.

- a. All types of hard flooring require underlay which must be approved by the strata committee (via the Building Manager) before any surface is laid over the underlay. An inspection will be required (undertaken by the Building Manager or other consultant) as part of the approval process.
- b. Minor Works must be submitted in writing to the Building Manager in the first instance.
- c. The Building Manager holds paperwork for owners to complete as an application for Minor Works.
- d. Minor Works can only be approved by the SC at a regular monthly meeting. Regular SC meetings are normally held on the third Wednesday of each month.
- e. Minor Works can only proceed following approval by the SC and receipt of signed paperwork from the Building Manager.

- f. A bond of 10% of the value of the works (to a maximum \$10k) to cover any potential damage to common property will be required to be lodged with the Building Manager. This bond is refundable after successful inspection by the Building Manager (or a consultant if necessary) confirming no damage following completion of the Minor Works.
- g. Any owner contemplating Minor Works should contact the Building Manager as early in the planning process as possible.

3. Major Works

Major Works includes making changes to load bearing walls and changing the external appearance of any lot, but the main issue in Altair will be waterproofing.

- a. Waterproofing applies to balcony tiles, bathrooms, laundries and any other wet areas in apartments.
- b. Major Works require a formal application to the Building Manager. The Building Manager will provide appropriate paperwork to guide the application.
- c. **Major Works must be approved in ADVANCE by Special Resolution of the Owners at a General Meeting.** In simple terms that requires 75% approval of attendees at the General Meeting.
- d. This will result in a by-law authorising the Major Works.
- e. Major Works can only proceed after the by-law is registered and the application is 'signed-off' by the strata committee (via the Building Manager).
- f. A bond of 10% of the value of the works (to a maximum \$10k) to cover any potential damage to common property will be required to be lodged with the Building Manager. This bond is refundable after successful inspection by the Building Manager (or a consultant if necessary) confirming no damage following completion of the Major Works.
- g. Any owner contemplating Major Works should contact the Building Manager as early in the planning process as possible.

4. Works

All works including Cosmetic Works involving tradesmen can only be conducted 7.30am to 4pm Monday to Friday excluding public holidays. Noisy works (usually power tools), even if done by the owner, should not be conducted on weekends or public holidays. Please liaise with the Building Manager regarding any noisy works.

5. General Meetings

- a. Altair SP64622 is required to hold an Annual General Meeting (AGM) once each year - normally in February.
- b. We propose holding two general meetings each year in future to assist with not only general issues but the approval of Major Works.
- c. These will be the AGM in February and an Extraordinary General Meeting (EGM) which will loosely be planned for mid-year (June/July/August?) depending on contemporary issues and any pending Major Works approvals. We won't have an EGM if there are no outstanding issues or approvals.
- d. If there are no other current issues but pending Major Works approvals this EGM may be a 'paper' meeting which could allow simple approvals without any physical attendance. Proceeding via a 'paper' meeting is on the basis that owners will act reasonably in approving renovations and will raise any legitimate concerns about proposed Major Works with the relevant lot owner (via the Building Manager) to resolve before voting against a renovation by-law.

- e. Should any owner wish for urgent approval outside the proposed approval cycle then they can petition the Secretary for approval of a separate, additional General Meeting at that owner's expense.

Your Strata Committee