



**UP 3259 Capital Hill Apartments
Executive Committee Meeting No 108
11th February, 2019 at 5.00 pm
at 12/19 State Circle, Forrest.**

Minutes

Present: Paul Perkins (PP) 30/Pr23, Chairman/Secretary; Richard Heaney (RH) 28/23, Treasurer; Karin Gassner (KG), 12/19, Assistant Secretary; Gaye McDermott (GM) 203/17; 115/21; Terry Gassner (TG), 12/19; Horace Saducas (HS), 118/23.

Apologies: Peter Ford (PF), 115/21.

1. WELCOME & INTRODUCTIONS.

The chair declared the meeting open at 5pm.

2. MINUTES of Previous Meeting.

Resolved: The minutes of Executive Committee meeting 107, 10 December 2018, be approved as circulated.

Note: Matters arising are reported under relevant heading following.

3. GOVERNANCE

The committee notes the commitments adopted at ECM 107 (10Dec18):

- Presumption that owners and residents are entitled to “quiet enjoyment” of the Apartments and entitlements,
- The powers of the executive committee are generally limited to the common property areas and services of the UP, with all major decisions reserved to the owners in general meeting,
- The Executive Committee operate in a collegiate teamwork style, to share authority and responsibility, adhering to the Code of Conduct (Sch. 1, Unit Titles (Mgt) Act 2011).
 - a. **Resolved:** Executive members to notify any real of perceived conflicts of interest arising.
- To implement simple but rigorous formal systems in Works authorisation, procurement, performance assessment, etc to achieve efficiency in operations,

b. **Resolved:** The Executive Committee noted delays arising from MA's sick leave and delays in responding to follow-ups from last meeting, and see specific items below.

- Develop transparent decision-making and communications arrangements for accountability.

c. **Resolved:** The Executive Committee noted no progress re planned communications arrangements due to MA's sick leave, and see specific items below.

4. WORK CALENDAR

ECM Work Calendar 2019. Revised 8Feb19													
Description	Janua	Febru	March	April	May	June	July	August	Sept	Octo	Novem	Dec	Resp for action.
ECM + Minutes Register (2nd Monday)		X		X		X		X		X		X	C, AS.
ECM Special (Budget, EOFY, etc)							29		9				T, AS
AGM + Minutes Register										16			G, T, AS, MA
WALAC (inputs to ECM)	Xx		Inaug week		X		X		X		X		C, AS, Xnom
Owners Advisory Panel (OAP)			Inaug week			X						X	C., AS, Co-C
GM (as needed)			Inaug week										C, T, AS, MA
Corporate Register	Xxxx	Xxxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	C, AS, MA
Budgets, Admin & Sinking Fund							Sfp	Ap	X	AG			T, C, MA
MA Monthly Building Status Report	Xxxx x	Xxxx	RH	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	MA, C, T, AS
Sinking Fund Review/Plan (incl Landscape)		Xxxx	Xxx	Xxx	Xxx	Xxx							C, T, AS, WALAC, HS
Contractors & Service Providers Register	Hx	RH	Rx	Xxxx	Xxx	Xxxx	Xxx	Xxxx	Xxx	Xxx	Xxxx	Xxx	C, AS, + Xnom, MA
Communications Policy & Processes	Rr	Rr	App	Xxxx	Xxx	Xxx	Xxx	Xxx	Xxxx	Xxx	Xxx	Xxx	C, AS, +Xnom, MA
Security & Keys Policy & Processes	RR	R	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	C, T, Xnom? Cont?
Privacy Policy		R											C, FF, MA
Risk Mgt Policy		R	R										C, FF, AS, MA, WALAC.
WH&S Policy		R	R	App			DEL	AYS					C, FF, AS, MA, WALAC.
Emergency Response Plan(s)		R	R	App				SHD	WN				C, MA, AS, WALAC.
Audit.			App	X					IN				C, T, MA.
								YEL	LOW				

ECM 107 (10Dec18) considered various initiatives grouped as per the Work Calendar above. For ease of discussion we have used the same headings and numbering's for this meetings business.

1.Executive Committee Meetings (ECM) & Minutes Register

- Resolved that all proposals to ECM involving expenditure use a pro-forma see (QMax contract proposal ECM 107 at 6.1). Note MA advised they have no pro-forma.

a. **Resolved:** Noted the need for all members to assist by covering the items in the example, and see 6. below in proposals.

b. **Resolved :** Works proposals to include reference to **Determinations Register** precedents and relevant information.

2. **ECM (Special) & Minutes . No action required.**
3. **Annual General Meeting & Register: No action required.**
4. **Works and Landscape Advisory Committee**
 - **Resolved :** MA to issue letter to owners (See Attachment)
5. **Owners Advisory Panel (OAP)**
 - **Resolved:** MA to issue letter to owners (See Attachment)
6. **General Meetings & Minutes Register: No action.**
7. **Corporate Register.**
 - **Resolved:** Noted that the Chair is issuing letters of welcome whilst we await MA advice re Welcome Packs to rationalise.
8. **Budgets: Admin and Sinking Fund: No change**
9. **MA Monthly Building Status Report:**
 - Liaise re short/alert reporting on non routine invoices
 - Liaise re Contractors Register, Periodic Works Schedule and Procurement, including All Works Orders issued/ outstanding?
 - **Resolved:** Discuss with MA inclusion of outstanding WOs as part of the Monthly Building Status Report.
 - Engage re resident changes: Asst Sec advise and correlate Corp Registers
 - **Resolved:** Seek to expedite discussions with MA. KG to make meeting arrangements with MA for early next week.
10. **Sinking Fund Review/Plan:**
 - Liaise MA re approp Building Surveyor. Then decide procurement.
 - Consider including landscape in 10 year renewal plan.
 - Assume Review Feb thru May to enable ECM Review and consideration of recommendations to AGM re \$ Levy, major investments etc.
 - ECM decide re WALAC and OAG consultation and engagement.
 - **Resolved:** MA has agreed to have preferred BS put forward proposal. MA be requested to expedite and then report to ECM April.
11. **Contractors & Service Providers Register:**
 - Finalise meetings and agree schedules by the end of Jan 2019 only partially met.
 - Finalise Periodic Work Schedule for better ops management after all contractor meetings
 - **Resolved:** Noted delays and expect of completion before April ECM.
12. **Communications Policy & Processes**
 - ECM 107 Resolved to Adopt the items below with draft Comms Policy and Processes for sign-off at this meeting. Delays in advice and liaison due to MA illness have delayed.
 - Set up Comms log and shared register with MA for all Executive and WALAC members

- Setup shared secure documents folder with MA
- Agree Xnoms and roles for each building contacts
- Report specific/ significant comms each ECM
- Refine use of Lift/Door Notices, letterbox drops etc
- Decide WALAC role in discussion and social groups,
- Review/update Manual, Rules(?), Web Pages
- Review/update proformas after Policy reviews
- Action: Chair, Asst Sec, Tr, MA
- **Resolved:** PP, RH and KG to meet with MA to seek assistance as a priority.

14. Security & Keys Policy and Processes

- Review security of and remote online access to systems including contractor and MA roles
- Review/Update, and communicate, Move in/out procedures
- Action: Chair, Tr, MA, contractors(?)
- **Resolved:** Delay Noted and expect report by April ECM.

15. Privacy Policy

- Review and update especially re contacts and access to Coms
- Special review as to ECM “in confidence” definition and import.
- Consider in all other policy/ process communications reviews
- Action: C, PF, Asst Sec.
- **Resolved:** To defer Peter Ford’s discussion paper to the April ECM.

16. Risk Mgt Policy

- View Peter Ford’s earlier documentation after Privacy Review, applying Asst Sec KM’s commercial experience to exercise.
- Test reliance on MA’s RMP and include.
- Articulate and communicate thru Web, Manual and other comms media
- Action: Asst Sec, PF, MA
- **Resolved:** To note the need to progress only after Privacy Policy and inputs from MA are considered. Likely delay beyond April ECM.

17. Workplace Health & Safety Policy

- View existing best practise against MA’s system
- Adopt, articulate and communicate thru Web, Manual and other comms media
- Include reporting in Monthly Status Report (MA) and ECM
- Action: Chair, Asst Sec, WALAC, (TG)
- **Resolved:** Expedite MA advice to enable proposals to April ECM

18. Emergency Response Plan

Resolved to make recommendations on items below to this meeting

- Scope coverage: Flood, Fire, Lift failures, etc. Evacuation, services restoration(?)
- Involve MA, ACT Emergency Services Advisors with WALAC in focus groups.
- Adopt, articulate and communicate thru Web, Manual and other comms media. Training (??)
- Action: Action: Chair, Asst Sec, WALAC, (TG), MA.
- **Resolved:** Noted delays and seek report by April ECM.

19. Audit

- Scope and put formal proposal to Feb ECM for approval.
- Outcomes to input ongoing systems and practises reviews.
- Action: Tr, Chair, MA
- **Resolved:** Delay noted. Proposal to ECM, sign- off out of session.

5. MONTHLY MA STATUS REPORTS (Dec & Jan)

1. Workplace Health & Safety

- No Incidents reported in MA reports.
- **Resolved:** Expedite discussions with MA.

2. Treasurer's Report

The total cash and investments at the end of January 2019 was \$315,394. This consists of \$81,155.64 in the administrative fund bank account, \$132,186.78 in the sinking fund bank account and \$102,051.84 in the investment account.

The investment has earned interest of \$805.53 in this financial year and is due for rollover in May. The committee will need to discuss the selection of the preferred roll over period in the April Executive Committee meeting.

The sinking fund balance is well in excess of the balance recommended for the 2018-2019 financial year of \$58,373 as set out in the Donald Cant Watts Corke report (August 2016). As foreshadowed in previous reports, there will be a preliminary review of the Capital Hill Apartments sinking fund in the near future.

Expenditure for the financial year to date was \$752,95.60. This expenditure spans a period of 5 months and accounts for 34% of the budgeted expenditure for the 2018-19 financial year, or 82% of the budget for the year to date where the expenditures are spread evenly over the year. Sinking fund expenditure for the year to date stands at \$2,095.00.

There are a number of unresolved issues to be dealt with concerning contracts.

1. Telecom Services (Next Telecom \$286.77 and Highrise Telecoms \$587.32).
2. Copies of the original BOQ term deposit and BOQ bank statements be included in the Status Report.
3. Outstanding levy amounts of \$19,890.25 at the end of January. The managing agent advises that letters of demand are normally issued at the beginning of the 3rd month following issue of levy notices.
4. The amount of \$755 paid to Water Tight Canberra on the 22/01/19 to fix a water leak in one of the units was arranged by the managing agent.

Resolved: Noted the process regarding outstanding levies. RH to follow-up MA regarding the process for Notice of Demand, costs etc.

3. Corporate Register

- Resident changes: two new owners and three tenants. Welcome letters issued.
- Asst Sec liaising with MA re info exchange.
- **Resolved:** The Executive Committee agreed to expedite discussions with MA.

Resolved (4): The matters reported and arising from the Monthly Status Reports for December and January and the Treasurers Report be noted.

The committee formally commended Jeanette Tym for her assistance during the sick leave absence of MA Tony Stevens.

6. CONTRACTS & SERVICE PROVIDERS REGISTER

Work is continuing on updating the Register (including contractor functional and price details) and Periodic Service Schedules, with four new contractors' "courtesy meetings" held since last ECM and three follow-up meetings. It has been slower going than I hoped and we have not met my target of completion before the February ECM with Register and Periodic Works Schedule then submitted for sign-off. I expect it will take another month at least so propose sign-off at April ECM. Thanks to the Executive members who have made themselves available for the meetings, often at short notice.

Activities and proposals specific to contractors and non contracted service providers are presented below;

1. Strata Management (other than Monthly Status Report above)

- Tony Stevens on leave till 14 January. Jeanette Tym acting.
- New CVs updated on Web page. Corrections needed.
- Engagement and liaison with Asst Sec re Fire response delayed
- advice on shared secure folders for documents, comms log, delayed
- owner letter re " pet hygiene" successfully done.

- **Resolved:** Noted the delays. See other items re expediting advice.
2. **Sinking Fund Advisor**
 - See 4.10 above.
 3. **Insurance Broker CHU**
 - Certificate of placed insurance issued 6 November.
 - Fire door insurance claim settlement (\$1700) pending.
 - Leakage 4/17 (insurance matter not minuted) early 2018 now reactivated.
 - **Resolved:** RH (Tr) to review with MA
 4. **Lift Services. Schlindler**
 - MA (JT) renegotiating contract proposal. MA seeking alt quote
 - Service call Bld 17 Lift.
 - **Resolved:** Chair/Tr review with MA.
 - 5a. **Fire Equipment M&M. P&T Fire Services**
 - Morgan attended re Fire door painting and signs. Still not fixed.
 - Periodic monitoring of equipment inventory scheduled for December. MA to provide report and any repair/ replacements proposed for ECM review.
 - **Resolved:** Chair to followup via MA.
 - 5b. **Fire Alarm Monitoring. ADT/Tyco. No further action.**
 6. **Plumbing & Drainage. 6 Star Plumbing, Robert Edwards**
 - Courtesy meeting held and agreed to submit Eol to contract via MA including periodic condition assessment of continuous HWS.
 - Separate proposals requested re water consumption etc
 - Assisted re cage inventory identification.
 - **Resolved:** Chair and MA to finalise contract, any \$ change to be discussed at next ECM.
 7. **Sump Pumps, Oil Separator M&M. QMax.**
 - Courtesy meeting with Jonno Pridham, 27 Nov.
 - New proposal including 6 monthly servicing of 4 sump pumps, control equipment and oil separation equipment and an annual sullage pumpout of all sump pits and oil separator. Approved 10DecECM.
 - **Resolved:** To expedite finalisation of contract with MA.
 8. **Electrical. Wayne Taylor**
 - Normal servicing twice during December & January.
 - Works proposal re External Fire stair lighting (HS). Trial successful in January. See Works proposal below.
 9. **HVAC. Seda Services P/Ltd**
 - Courtesy meeting held. Agreed outcomes pending
 - Scheduled servicing agreed for June and December.

- Billing irregularities referred to MA
- **Resolved:** Chair to finalise matters with MA.

10. Doors. Capital Doorworks

- Courtesy meeting delayed
- Melb. Av fire door repair still not complete (see 6.5a above).
- **Resolved:** MA to hasten completion of fire door repair.

11. Cleaning. R&M Woodrow

- Awaiting quote for one off scrub/wet vacuum clean of basement extremities where heavy build up of rubber, dust etc.
- Further courtesy meeting held with assistance re cage inventory, periodic men's schedule agreed.
- Lift and garbage room cleaning Now OK.
- Recommendation: consider floor repainting in g- rooms which remain grotty despite monthly mopping.
- Several abandoned items require disposal. Will provide quotes on request. Meanwhile remove to janitors cage?
- Expect to finalise delayed Agreement and Work Schedule detail before February ECM. Delayed. PJP to expedite with MA.
- Long time weekly cleaner Neal retired in January. We agreed to a gift of \$100 as a token of appreciation. Replacement appears competent.
- **Resolved:** To ask MA to reimburse PJPerkins \$109 for gift, card and postage.

12. General Mtnc. DLR, Dave Lereux

- Silicon/Mastic filler along entrance walkways completed.
- Water seal at rear fire door exit (near comms room) completed.
- Refining sagging ceiling insulation in basement completed.

13a. 13b. Security and Access Control Systems

- Courtesy meetings held with John Hogh (Security Solutions) and Jason Hogh (Blitz Security)
- Comms room security an issue. Access to equipment and data security require review. Off site online access will be investigated and reported to ECM. The software does not appear user friendly or documented, necessitating ongoing contractor involvement.
- More problems over holidays re both keys and alarms system (John Hogh) and cameras (Blitz).
- **Resolved:** The Chair, Tr, HS to review and recommend corrective action after other issues have been resolved.

14. Intercom Systems. No activity.

15. Window Cleaning.

- Courtesy meeting still to be scheduled.

16. Electricity & Gas Supply.

- No activity and little electricity bills
- Can't assess due to metering.
- Vic Meter Provider seeking access. Authority from utility required.

17. Water & Sewerage Services.

- Water supply costs will be a major review in 2019 in tandem with Sinking Fund, Landscape studies and HWS reviews.
- **Resolved:** Chair, Tr to develop review proposal on receipt of Rob Edwards proposal.

18. Gardening & Irrigation. ASHS, Luke Oldfield

- Awaiting updated works schedules, conditions etc to complete Contractors Register.
- Footpath irrigation effective, lawn lush. Weeds treatment good.
- Flooded garden tub building 19 required expedited service call?
- Tree infestation Works Proposal. Deferred till next season
- Water leak in basement sealed, report pending.
- Proposals for several Mtncce issues pending (See Attach ASHS)

19a. 19b. Telecommunications Services. NEXT & Hi-Rise

- No apparent progress on August WO for Internet connection. MA requested to expedite on several occasions with no effect or response.
- MA still to provide advice re November bill(s) .
- **Resolved:** MA be formally warned that the delay and inaction must be actioned urgently. If their supplier can't deliver then recommendations re local service is required.

23. Website Services. Technowand.

- CVs updated. Note errors need correction.
- MA still to advise re shared secure space,
- **Resolved:** MA to expedite advice as this matter is now urgent.

24. Et Seq. Roof Services

- Major studies input to Sinking Fund Review 2019.
- New leak, David Campbell. See WO below.

7. WORK ORDER PROPOSALS.

We have foreshadowed development of a proforma template for all Works Order Proposals to simplify and speed the review process by ensuring all. Meanwhile the following transactions are submitted for discussion and decision.

1. Replace External stairway light fittings.

- **Proposer:** HS, Wayne Taylor, electrical contractor
- **Purpose:** Replacement of old fittings, prone to water damage hence high lamp replacement rate with marginal safety issues.

- **Cost:** HS to provide cost and implications of full replacement proposed.
- **Budget:** Sinking Fund?
- **Issues:** Total project cost not known with possible wall sealing, repainting etc. Light output compared with presently installed fittings unknown.
- **Test:** Wayne T successfully installed one fitting of type proposed as trial. We now propose to proceed to issue a Works Order \$3800 covering purchase supply of all fittings and keep them for installation in sets (for equal luminosity) as existing fleet fail.
- **Resolved:** WO be issued to Wayne Taylor, Electrician for \$3800, with installation in one job at contractors discretion.

3. Building 17, 19, 23 Door Recloser Replacements

- **Proposer:** PP
- **Purpose:** Apply recommended solution to long-standing problem with door closing and noise on entrance doors.
- **EST cost:** \$800 incl GST
- Paul Solomons, the principal has undertaken many similar replacements in Canberra apartment blocks (LJHooker) and twin problems of worn low standard reclosers and doors not engaging the locking mechanism due to bounce is simply fixed by installation of Lockwood commercial grade reclosers.
- **Issue:** This has been an ongoing alarm security problem and a vexatious noise issue.

Resolved: MA to issue a Works Order to Gauntlet Engineering as per quotation 1564, \$1250.70.

4. Basement leak at Cage 28 etc

- **Proposer:** PP (Approved under delegation)
- **Purpose:** Fix persistent water ingress in basement thru irrigation pipe piercing.
- **Cost:** Do and Charge normal ASHS rates.
- **Risks:** No major risk. Nuisance value in cage and basement car spaces.
- **Alternatives:** Nil Remediation...
- **Resolved:** Noted WO issued under delegation. RH to contact ASHS to check the problem of residual dripping.

5. Schindler Lifts Callout

- **Proposer:** PP (Approved under delegation)
- **Purpose:** Lift building 17 inoperable
- **Cost:** As per contract, Nil if in hours \$ < \$1000 after hours, charge to Admin budget

6. Alltek. Leak Apartment 205/19 (MA issued WO)

Proposer: (PP investigation callout after inspection)

Purpose: investigate leak in hallway.

Cost: Do & charge ?

Budget: Admin. May be Insce claim

7. Inventory and Basement Cage Clean out.

Proposer: Committee.

Purpose: Rationalise reorganise and clean storage cages in basement.

Cost: <\$1000, include storage shelves, cleaning waste removal.

Budget: Admin.

Resolved: MA to reimburse after report on completion.

8. OTHER BUSINESS

1. Next Meeting: The next meeting will be at 5pm on Monday 01 April 2019. Venue to be at HS residence 118/23.

2. Other Business

- Chair tabled a paper on Garden Box problems in Building 17.
- **Resolved:** To seek MA advice and reconsider written proposal at April meeting

3. Meeting closed at (7.00pm).

Paul J Perkins, Chair and Secretary

Karen Gassner, Asst Secretary

12 February 2019