



**UP 3259 Capital Hill Apartments
Executive Committee Meeting No 109
1st April, 2019 at 5.00 pm
at 30/23 State Circle, Forrest.**

Minutes

Present: Paul Perkins (PP) 30/23, 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. Peter Ford (PF), 115/21.

Apologies:

1. WELCOME & INTRODUCTIONS.

The chair declared the meeting open at 5pm.

2. MINUTES of Previous Meeting.

Recommendation: The minutes of Executive Committee meeting 108, 11 February 2019, be approved as circulated.

Note: Matters arising are reported under relevant heading following.

3. GOVERNANCE

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

- Residents entitled to “quiet enjoyment” of Apartments & entitlements.
- Executive committee powers generally limited to common property areas and services, with all major decisions reserved to the owners in general meeting.
- **a. Matter Arising:** Owner of 205/19 raised the reports of “tram surveys” immediately adjacent and contiguous with Capital Hill Apartments.

Meeting # 106, 5 Nov 18, considered a similar request and resolved that “the matter is one beyond the remit of the ECM and better handled by individuals through the Forrest Residents’ Group.

a1. Resolved: The Committee reaffirm the decision of meeting 106 and advise the owner accordingly.

- 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) with

Executive members undertaking to notify any real or perceived conflicts of interest arising.

- **b. Matter Arising:** The co-owners of 12/19, after discussion with the MA, sought to notify of the bathroom renovation works they were undertaking. My advice was that with the arguable exception of a plumbing alteration which required minor relocation of the floor drainage, no consent is required under the Rules.
- I am also advised that a licensed plumber was engaged by the contractor and on his recommendation a specialist “corer” was used for the floor drainage penetration (I was provided with their details). I have also inspected the visible drainage remediation area and am satisfied that the matter is inconsequential. See also (6.1) below re reviewing future notification and approval processes with inputs from MA.
- **b1. Resolved:** The committee noted co-owners’ advice and approved the building works undertaken in the bathroom of 12/19.
- To implement simple but rigorous formal systems in Works authorisation, procurement, performance assessment, etc to achieve efficiency in operations.
- Develop transparent decision-making and communications for accountability.
- **Matter Arising:** Meeting 8, 11 Feb 18 agreed to seek MA support to arrange a meeting with Canberra Manager of City Strata, Ms Rhonda Yates. See paras 4, 4.10, 4.14, 4.19, 6.1 & 6.19 below.

• **4. WORK CALENDAR**

ECM Work Calendar 2019. Revised 27Mar19														
Description	#	Janua	Februa	March	April	May	June	July	Augu	Sept	Octo	Noven	Dece	Resp for action.
ECM + Minutes Register. (2nd Monday)	1	X		X		X		X		X		X		C, AS.
ECM Special (Budget, EOFY, etc)	2							29		9				Tr, AS
AGM + Minutes Register	3										16			C, Tr, AS, MA
WALAC (inputs to ECM)	4			Meet	X		X		X		X			C, AS, TG
Owners Advisory Panel (OAP)	5			Meet		X							X	C., AS, Co-C
GM (as needed)	6													C, Tr, AS, MA
Corporate Register	7	Xxxx	Xxxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	C, AS, MA
Budgets, Admin & Sinking Fund	8							SFp	Ap	X	AG			Tr, C, MA
MA Monthly Building Status Report	9	Xxxx	Xxxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	Xxx	MA, C, Tr, AS
Sinking Fund Review/Plan (incl Landscape)	10		Xxxx	Xxx	Xxx	Xxx	Xxx							C, Tr, AS, WALAC, HS
Contractors & Service Providers Register	11	Rx	Rx	Rx	Xxxx	Xxx	Xxxx	Xxx	Xxxx	Xxx	Xxx	Xxxx	Xxx	C, AS, + Xnom, MA
Communications Policy & Processes	12	Rx	Rx	App	Xxxx	Xxx	Xxx	Xxx	Xxx	Xxxx	Xxx	Xxx	Xxx	C, AS, +Xnom, MA
Security & Keys Policy & Processes	14	RR	R	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	Ops	C, Tr, Xnom? Cont?
Privacy Policy	15		R	App										C, PF, MA
Risk Mgt Policy	16		R	App										C, PF, AS, MA, WALAC.
WH&S Policy	17		R	App										C, PF, AS, MA, WALAC.
Emergency Response Plan(s)	18		R	App										C, MA, AS, WALAC.
Audit.	19		App	X	X									C, Tr, MA.
Delays shown in YELLOW														Delays shown in Yellow

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

Only those requiring decisions included below.

However, as reported to ECM 108, 11 Feb 19, there has been serious slippage in all major system and policy reviews, in large part due to the illness and changeover of MA. That situation has not improved, as can be seen on the updated chart above. Accordingly, we propose reviewing our Work Calendar, prioritising those changes considered practical for achievement in this financial year for UP3259.

Note that our meeting with the MA and City Strata executive Rhonda Yates on 29 March was very helpful. All areas of concern were positively responded to. Without listing the issues, suffice it to say the refocusing of the Work Calendar can now proceed as above, but the effort in accessing their “shared portal”, establishing our own shared files and registers etc will be substantial.

• **Resolved:**

- Note the delays due to illness of MA and subsequent changeover and City Strata’s commitment to assist in coming months
- Agree to out of session workshopping of Calendar priorities after outcomes of meeting with City Strata manager, in late April 2019.
- New Work Calendar priorities to be limited to those able to be implemented in 2018-19 year, all others deferred to next period.

1. Executive Committee Meetings (ECM) & Minutes Register

- **Resolved:** Determinations Register to include specific categories for approvals granted under the Rules (eg. Pets, building works, other).

4/5. Works & Landscape Advisory Committee. Owners Advisory Panel.

Attachment 1 (Out-of-session) contains a full report of proposal for WALAC & OAP including correspondence.

• **Resolved:**

- a. Agree to Chairman’s letter to owners advising of OAP arrangements, viz:
 - . OAP to be liaison mechanism between Executive Committee and Owners,
 - . OAP be co-chaired by elected Chair and immediate past Chair.
 - . First event will be an “Information & Refreshments evening”
 - . Event held in June 2019, in 205/19, date to be confirmed.
- b. Agree that the letter to owners include arrangements for the WALAC, viz:
 - . The Ctee be convened by EC member Terry Gassner
 - . The inaugural meeting be held end April, with EC members attending.
 - . Formal Invitations be issued to those who expressed interest in writing.
 - . WALAC is Advisory only; recommends actions to Executive committee.

10. Sinking Fund Review/Plan: Pending. See Attachment2. (Out-of-session)

- We have met with preferred Building surveyor (Daniel Obito -QIA Group) and he has scheduled site and information inspections.
- Works Orders open are:
 - QIA Group 20Feb \$941.80. Initial Sinking Fund Forecast.

- QIA Group 20Feb \$1142.40. Initial Common prop Condition Report.
- Delays in attendance resulted in calls from QIA Brisbane. (Craig Welsh to attend Tuesday 2 April with Daniel Obito. He forwarded sample copy of Sinking Fund output).
- On advice from City Strata I have cancelled the “Common Property Safety Report” Works Order (\$1096.95) and agreed to discuss further on or about 10 April when QIA will present outcomes from their preliminary survey(s).

- **Resolved:** Agree to handle the reports out of session and involve WALAC in reviews.
Action: PP, RH, HS

11. Contractors & Service Providers Register: In Progress.

- See **Attachment 3** for one Page Register progress report.
- The work is substantially done and outstanding are shown in salmon colouring on the Attachment
- The next step is to revise the Periodic Maintenance Schedule
- **Resolved:** Note the report and intention that completed Register with Periodic Mtnc Schedule be submitted for sign-off at the June ECM.

14. Security & Keys Policy and Processes. In Progress

- . See **Attachment 4** for RH progress report
- . See also **6.19 below (Hi-Rise Telecoms)**
- **Resolved:**
- Note the report and defer considering pending quotations (Blitz, Hi-Rise)
- Authorise MA to arrange a “Security system rebuild audit”
- **Action:** RH, PP, HS, + nom exec Ctee?

19. Audit of Annual reports for 2017-18.

The Chairman put the proposal to the AGM that there should be an audit of the financial statements for the 2017-2018 year. This was also discussed in the executive committee prior to the AGM. After a web-based search of smaller local accounting firms, quotes (ex GST) for a full audit were obtained from Nexia (\$4500), Tailored Accounts (\$5000) and PKF Chartered Accounts (\$5000-\$6000).

Nexia put forward the lowest quote. This business also has experience in auditing body corporation financial reports.

Note that following successful meeting with MA and City Strata, it is now proposed to defer consideration of the financial audit pending our accepting City Strata’s invitation to access and review archives, “shared portal systems” etc. Actioning this will be a major undertaking for the committee over the remaining months of this financial year.

Resolved: The committee agreed not to proceed with the financial audit at this stage.
Action: RH, PP.

5. MONTHLY MA STATUS REPORTS (February only due to early ECM)

Treasurer's Report.

Due to the timing of the April meeting this report is based on status report provided by the MA for February and incomplete reports obtained by the Chair for March. The numbers for March are in parentheses unless otherwise indicated.

The cash position is sound with total cash and investments at the end of Feb 2019 of \$320,002.32 and \$277,840.50 for the end of March. The March numbers consist of \$42,281.88 in the administrative fund bank account, \$133,506.78 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. I recommend that we invest for a term of approximately 12 months taking the rate that is available at that time.

Expenditure for the financial year to February was \$87,676.83 (March \$119, 159.09). This February year to date expenditure spans a period of 6 months and accounts for 40% (54%) of the budgeted expenditure for the 2018-19 financial year, or 80% (93%) 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.

The expenditures are generally in line with budget. Exception of the R&M General account (door closers and other repairs) and security (guard for basement when door was broken).

It is good to see that the outstanding levies have been substantially reduced since the last meeting, though there is still an amount of \$2169.80 outstanding. This consists of collection fees charged by the MA and levies still outstanding for one unit.

Resolved:

- Accept the Treasurers report,
- Note the February 2019 Monthly Status Report circulated separately,
- Authorise the Treasurer to liaise with the MA to arrange reinvestment of the Term Deposit for a further twelve months at rollover date rate.

6. CONTRACTS & SERVICE PROVIDERS REGISTER

(See also Attachment 3 and 4.11 above).

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

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

- Received formal advice (23 Feb 19) that Jeanette Tym has been appointed our Managing Agent effective 1 Mar 19.)

- Advice and support on shared secure folders for documents, comms log, Webpage administration, etc are long delayed. Meeting with Branch Manager arranged. EC members attending will report verbally.
- **Resolved:** 1) Note the continuing delays. 2) Note report of meeting outcomes and 3) Formally write to City Strata commending Tony Stevens for his assistance and good counsel and wishing him well.

4. Lift Services. Schindler

- MA (JT) renegotiated contract proposal after alternate quotes and assessment approved by ECM. MA awaiting formal advice as to quarterly advance payment then contract can be signed
- Service call Bld 23 Lift: No fault, no charge.
- Short outages on all lifts on 24 March for essential safety Mtnc. We received no prior warning and there were several resident complaints. MA asked to seek advance warning so we can communicate with residents.
- **Resolved:** Chair/Tr review with MA and report when contract signed.

6. Plumbing & Drainage. 6 Star Plumbing, Robert Edwards

. Extension of Works Order (in lieu of contract) to include annual Hot Water System Mtnc (estimated at <\$1000 pa incl. parts and materials).

. Separate offers to do water consumption and energy efficiency studies were noted but left as separate Quote/WO matters.

. Emergency callout to HWS problem in February.

- **Resolved:** Chair and MA to finalise contract.

10. Doors. Capital Doorworks and ACT Doorland

- Problems were fixed by ACT Doorland after Doorworks failed to respond to afterhours calls over two days
- Awaiting quotes for spring replacements from Doorworks. Further delay will result in letter of termination and appointment of ACT Doorland (WO).
- Note Doorland have indicated that improvement in automatic button operation can be achieved and will be put in hand at first Mtnc visit if contract is transferred.
- Security costs approved in emergency situation is a heavy impost on our admin budget. However, many commendations from residents.
- **Resolved:** Authorise Chair to liaise with MA to hasten completion of contract changeover.

15. Window Cleaning & Solar Panels.

- Courtesy meeting held. Subsequent cleaning done with two in line filters. Very good results in terms of resident's comments.

- Suggested Solar panels only need annual treatment.
- **Resolved:** MA be advised re change to WO re solar cleaning.

18. Gardening & Irrigation. ASHS, Luke Oldfield.

Attachment 5 (Out-Of-Session) Late paper to be tabled.

. Consultation on revised contractual conditions after informal workshopping by Exec Ctee members, 29 March at MA's office.

- **Resolved:** Consider verbal report of outcomes of meeting and MA to liaise with LO to finalise a Function Performance based agreement.

*** 19. Telecommunications Services. NEXT & Hi-Rise**

- No invalidation on August WO for Internet connection. MA requested to expedite on several occasions, still problematic!
- Proposals received for solutions to NBN lift secure communications, phone access improvements and comms room incidentals.
- **Resolved:** MA to advise Hi-Rise of ECM decision that assessment of quotes is deferred pending "security systems rebuild audit".

7. WORK ORDER PROPOSALS.

1. Basement Floor Cleanup

See Attachment 7.1

Proposer: PP

Purpose: Wet scrub and clean all common property area of basement except cages.

Issues: Incremental cost include cleaning of car spaces is relatively low but requires owners to move cars out of the basement for the cleaning day. Spaces still occupied will not be cleaned.

Cost: \$1603

Budget: Administration

Resolved:

- . Authorise WO for \$1603 to R&M Cleaning
- . PP & KG organise work program, communications etc.

2. Basement Access Security Mirror (Done under delegation)

See Attachment 7.2

Cost: \$400. + \$400 = \$800

Budget: Administration

Resolved:

- . Note the WO issued under delegation and
- . Agree to arrange installation of extra mirror on south wall \$+400.

. Authorise MA to reimburse PP for direct payments to EWGlass.

7.3 Inventory and Basement Cage Clean out.

Proposer: Committee.

Purpose: Rationalise reorganise and clean storage cages in basement.

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

Budget: Administration

Resolved:

. MA to reimburse after report on completion.

7.4 HWS Room Bld 21/23 Drainage Improvement

See Attachment 7.4

Proposer: PP

Cost: \$2410 incl gst.

Budget: Sinking Fund

Resolved:

. Authorise MA to issue WO for \$2410 incl gst to 6 Star Plumbing.

7.5. Leak at 205/19- Alltek

Proposer. MA

Purpose: Investigate and fix source of back room leak. Note separate WO will follow for remedial work (Insurance Claim).

Cost: \$1639 incl gst.

Budget: Administration.

Resolved:

. WO be issued to Alltek.

7.6 Works Orders issued under Delegation.

Tree pruning: \$1897-ASHS


HWSsystem emergency: \$755.00

Roller Door and Security charges: See 6.10 above.

QIA Reports for Sinking Fund: See 4.10 above.

Resolved:

. The reported WO's issued under delegation be noted.



ALLTEK ROOFING

Alltek Roofing Pty Ltd
PO Box 187
8 Lorrain Road
Queanbeyan NSW 2625
ABN: 68 165 869 05
www.alltekroofing.com.au

22 March 2019

Attn: Jeanette Tym/Tony Stevens
City Strata

By email: admin@citystrata.com.au

We take pleasure in providing our quotation for the roofing works to the above project as follows:-

Unit 205 Leak



- **Item 1:** Exhaust fan flashing needs proper dektite & backtray flashing
- **Item 2:** Box gutter end requires the following:
 - Remove leafguard
 - Remove flashing
 - Remove roof sheets to the area
 - Inspect box gutter & roof to confirm leak source
 - Repair as necessary
 - Re-instate roof sheets, flashing & leafguard

QUOTE REPORT

L1807-0319-1

**17-23 State Circle
Forrest**

Total (exc. GST) \$1,490.00
GST \$149.00
Total (incl. GST) \$1,639.00



7.7 Three Basement leaks 6 Star Plumbing

Attachment 7.7 refers. (late paper tabled).

Resolved:

. MA issue WO in favour of 6 Star Plumbing.

7.9. Basement Leak (Beam) Advanced Structural Design

Attachment 7.9 refers. (late paper tabled).

Resolved:

. MA issue WO in favour of Advanced Structural Design to investigate and advise on leaks as described.

8. OTHER BUSINESS

1. Next Meeting: The next meeting will be at 5pm on Tuesday 11 June 2019. Venue to be at HS residence 118/23.

2. Other Business:

Garden Box problems in Building 17.

Resolved: To seek MA letter to owner seeking their remedy of problem and explaining policy.

3. Meeting closed at 6.30pm.

Paul J Perkins, Chair and Secretary

Karen Gassner, Asst Secretary