



**UP 3259 Capital Hill Apartments
Executive Committee Meeting No 110
12th June, 2019 at 5.00 pm
at 118/23 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.

1. WELCOME & INTRODUCTIONS.

The chair declared the meeting open at 5pm.

2. MINUTES of Previous Meeting.

Resolved : Minutes of Executive Committee meeting 109, 1 April, 2019, be approved as circulated.

3. GOVERNANCE

1. **Resolved:** The commitments adopted at ECM107 on 10 Dec 2018 are re-affirmed,
2. **Resolved:** Given project delays, pending member absences & deadlines for EOY and AGM (see various items below), agree to schedule next ECM meeting for mid July. See 8.1 below.

4. WORK CALENDAR

ECM 107, (10 Dec 18), considered various initiatives grouped as per the Work Calendar (not included here). For ease of discussion we have used the same headings and numbering's for ECM meetings since.

ECM 108, (11 Feb 19), noted serious slippage in all system and policy reviews, in large part due to the illness and changeover of MA. It was agreed to review the Work Calendar, prioritising those changes considered practical for achievement in this financial year for UP3259. Our concerns were discussed with the MA and City Strata executive Rhonda Yates on 29 March. ECM 109, 1 April confirmed the above.

1.Executive Committee Meetings (ECM) & Minutes Register

- **Pending:** Determinations Register to include specific categories for approvals granted under the Rules (eg. Pets, building works, other) (ECM 109, 1 April, 2019). **Action: PF.**

A.Pet Approval for Unit 20/19: Application dated 8/4/19 was approved out of session, and the tenant advised that if a reported third dog would be resident, an additional application, with owners consent, would be required. Tenant agreed to action this matter if required. The matter will be kept under review.

Resolved: Note the approval and record in the new Decisions Register section. **Action. PP & RH.**

B. Apartment owners claims against UP3259: The committee discussed the proposal that, given the contracted role of the MA and existing insurance arrangements in place, future claims should only be addressed by the Executive Committee on the advice of the MA, after investigation, examining liability issues and insurance coverage.

Resolved: That future claims against the Body Corporate be referred to MA for investigation and advice on liability, insurance coverage etc, before any consideration. This policy/process decision to be communicated to owners. **Action. MA, PP**

3. AGM + Minutes Register

Pending: Chairman and Treasurers reports to 2018 AGM not included in Website or Shared Owners Portal. **Action: MA to correct.**

4. Works & Landscape Advisory Committee.

Pending:

- Inaugural meeting scheduled for 3pm Sunday 16 June, Gassners residence 12/19, with all ECMs attending if available. Convener TG and PP to prepare notes for intro.
- Invites sent to formal applicants approved at ECM109, and advice letter to owners.
- Peter Hodge (108/19) has since volunteered to join the WALAC.
- It was proposed ECM consider approving an amount for drinks at this function.

Resolved:

- An amount of \$100 be allowed for drinks for WALAC meeting. **Action. PP.**
- Peter Hodge to be formally invited to join the Committee. **Action. PP.**

5. Owners Advisory Panel.

Pending:

- Letter of advice sent to Owners.
- Issues Letter Scheduled for 15 June : ECM and Co-Chair content liaison required.
- Xmas in July function scheduled for 7 July, David Campbell's 205/19. It was proposed ECM provide \$ support for drinks with invitees "bringing a plate".
- It was proposed to issue an invitation to Jeanette Tym to attend the function as MA.

Resolved: That an amount of \$250 be allowed for drinks for OAP function, and ECM agree Issues letter content out of session. **Action. PP, KG, MA.**

Resolved: Jeanette Tym to be formally invited to attend the OAP function. **Action PP**

7. Corporate Register

Resolved: To note updates after recent changes, Welcome letters have been sent to new tenants, and recent buoyant sales reports.

10. Sinking Fund Review/Plan:

Report from QIA still pending as MA has sent draft back for correction of errors etc. Expected re-issue mid June.

Resolved: ECM to Review out of session, to enable consideration at July meeting. **Action: MA, PP & ECM**

11. Contractors & Service Providers Register: In Progress.

- Register of Contractors and Service Providers.

- The work of review of all is complete and documenting changes is substantially done but completion/amended documentation/signing remains outstanding. Records are retained by MA. MA and PP to finalise before July meeting
- The Register should be formally adopted by the Committee and retained in Owners Shared Portal.
- **Periodic Maintenance Schedule**
- Valuable aid to work supervision, followup and budgeting. Cannot be completed until all Contract/Works Order changes are signed off. MA to expedite.
- **Resolved:** Note the report and intention that completed Register with Periodic Mtnce Schedule be submitted for sign-off at the July ECM. **Action: MA, PP**

12. Communications Policy and Processes: Pending:

- WO issued to Technowand for WebPage processing to June 2020 to facilitate use during process of review etc. MA is still to issue an email to formalise. Proposed input delegates are MA, PP and KG.
- ECM will need to authorise reviews of existing webpage content, signing off after same with eventual decision as to retaining for some communication outside that is available to owners through shared portal.
- **Resolved:** Note the report and defer consideration to July meeting.

14. Security & Keys Policy and Processes. In Progress.

- Security System Rebuild Audit still pending. Awaiting quotes! MA requested to expedite. Need to liaise with PP and RH to agree functional specs.
- Door alarms, WO for Gauntlet Engineering (See 7.3)
- RH's "Security System Report for Quarter ended 30 May19" (including Alarm History and Swipe & Remote usage reports) was discussed.
- **Resolved:** Note the report and attendance of "Security System Rebuild Audit" auditor on Monday next. **Action: PP, RH.**

15-18. Privacy, Risk Mgt, WH&S, Emergency Response Policies

- All pending, but see Webpage review/ transfer to Portal proposals at 4.12 above.
- Recent Electricity warnings invite early look at Emergency Response procedures.

Resolved:

Establish review advisory groups (in WALAC) to undertake review of webpage inclusions and transfer to Owners Portal. For completion by 30 May 2020?

Refer Emergency Response Policy for similar treatment via WALAC. **Action: PP, TG, Nom ECM members (PF for Privacy).**

5. MONTHLY MA STATUS REPORTS (April and May, circulated separately).

Treasurer's Report.

This report is based on status report provided by the MA for May 2019. The numbers for April are in parentheses where appropriate.

The cash position is sound with total cash and investments at the end of May 2019 of \$350,369.81 (\$274,519.44 for the end of April). The March numbers consist of \$84,465.59 in the administrative fund bank account, \$162,340.90 in the sinking fund bank account and \$103,563.32 in the investment account.

The investment has earned interest of \$2317.01 (see note below) in this financial year. The term deposit was rolled over on the 5 May 2019 for a further 12 months at 2.5%.

Expenditure for the year to May was \$153,774.36 (April \$128,029.11). This May YTD expenditure spans a period of 9 (8) months and accounts for 70% (58%) of the budgeted expenditure for the 2018-19 financial year, or 93% (87%) of the budget for the YTD where the expenditures are spread evenly over the year.

Sinking fund expenditure for the year to date stands at \$9,738.63 (\$2,095.00) with the increase reflecting major plumbing work (water main leak repairs and hot water system refurbishment). Some expense still to come.

The expenditures are generally in line with budget. Exceptions are referred to elsewhere. The major one is detailed below:

1. Sinking Fund expenditure - Plumbing work that was included as part of the sinking fund expenditure included repair of leaking water main pipe on the Melbourne road side of the building and refurbishment of hot water systems located in the basement. Further expense is committed to complete HWS refurbishment.

Several questions have been put to the Managing Agent regarding the treatment of Interest etc in the Administrative and Sinking Fund accounts. ECM expect corrections in the next Status report. RH.

Resolved:

- Accept the Treasurers report,
- Note the April and May 2019 Monthly Status Reports circulated separately,

6. CONTRACTS & SERVICE PROVIDERS REGISTER

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

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

- Advice and support on shared secure folders for documents, comms log, Webpage administration, etc are long delayed. MA has been progressing outstanding. See various item.
- **Resolved:** Note the continuing delays and MA efforts to address.

3. CHU Insurance.

- Competitive quotes for 205/19 leak repairs still outstanding.

Resolved: Note Policy and process change adopted (4.1.B above). **Action. PP, MA.**

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
- Schindler assisting with quotes for Telco and data options. MA progressing.
- **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 Mt-nce (estimated at <\$1000 pa including parts and materials) operational.
- First HWS Mt-nce call identified major refurbishment requirements and these are being progressed as Sinking Fund investment, separate from Administrative Mt-nce.
- Major emergency (and unbudgeted expense) in May re leakage in main water supply. Emergency and permanent repairs including relaying concrete completed successfully.

Resolved :

- Note the report and formally commend contractor for excellent service. **Action: PP,**
- Discuss accounting treatment of repairs with MA. **Action. RH, MA**

8. Wayne Taylor Electrical

- Exit stair lighting replacement project in progress. Fittings in store and work underway.
- Emergency attendance re water leaks now finalised.
- Awaiting advice re bollard lighting replacement options.

Resolved: Note the report. HS to discuss attention to light outages. **Action. PP, HS**

9. HVAC, Seda

- Contract/WO completed. Outstanding charges still to be clarified. **Action. MA.**
- First Mt-nce visit under new arrangements due now. Will require detailed report of compliance testing including CO monitors in basement. May require additional charge or possible replacements.

Resolved. MA to expedite. **Action: PP, MA.**

10. Garage Door. ACT Doorland

- Letter of termination issued to Capital Doorworks by MA.
- Appointment of ACT Doorland (WO) still incomplete. MA to expedite.
- Note Doorland have indicated that improvement in automatic button operation can be achieved and will be put in hand at first Mt-nce visit when contract is transferred.
- **Resolved :** Noted termination of Capital Doorworks and agreed to request MA to hasten completion of contract with ACT Doorland. **Action. MA, PP.**

11a. Cleaning R&M Woodrow

- Major basement clean completed, and supplemented by extra clean of exit door areas in lieu of contracted half yearly sweep.
- Periodic Mtnc Schedule Renegotiation completed. For sign off on RW return from Holiday in July.
- See 12 re painting quotes.

Resolved: PP and MA complete Contract Renegotiation in July.

11b. Encore Cleaning Services

- Quote sought for August carpet clean with option for six monthly. (Expected to be around \$500).

Resolved: Authorise WO for 6 monthly carpet steam cleaning, subject to quote.. **Action.** MA

12. General Maintenance: Dave Le Ruez

- Quotes pending for 205/19, Basement cage reorganisation, basement garbage rooms and exit door floor painting.

Resolved: MA to expedite. **Action.** PP , KG

15. Window Cleaning & Solar Panels.

- Suggested Solar panels only need annual treatment.
- **Resolved:** MA to confirm change to WO re solar panel cleaning. **Action.** MA, PP

18. Gardening & Irrigation. ASHS..

Separate report “Periodic landscape Review” (ASHS, 5 April 2019) refers.

- Consultation on revised contractual conditions after informal workshopping by Exec Ctee members, 29 March at MA’s office and subsequently with Luke on site.
- **Resolved:**
- Landscape report be considered initially via WALAC working group,
- Authorise MA to reissue Works Order covering issues negotiated in March including flexibility in weekly specifications but quality appearance focus on all areas’ functional outcomes, periodic proposals for upgrades by ASHS and 5% increase from 1 July 2019. **Action** PP, MA, TG.

19. Telecommunications Services. NEXT & Hi-Rise

- Finalisation of August 2018 WO for Internet connection still incomplete. 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 were deferred pending “security systems rebuild audit”.
- HighRise apparently in liquidation. MA to provide detail.
- Phones not paid and apparently disconnected (includes Fire Monitoring Backup and Gas metering data). MA has arranged with NEXT to reestablish. Awaiting formal confirmation.

When confirmed, this will enable more time for evaluating best NBN solutions. MA to expedite.

- Note local technician has been phoning re “activating” on Hi-Rise instructions?

Resolved: MA to provide an urgent briefing on the interrelated communications issues out of session and be invited to attend July meeting for advice. **Action. PP & MA.**

23. Website Service. Technowand (See 4.12 above)

- WO issued to Technowand for WebPage processing to June 2020. Awaiting formal memo re arrgts. Cost incl gst \$108.90/ mth.

Resolved: KG and PP action with MA out of session.

24. Roof Certification, RIS

- Annual certification completed. MA negotiated significant reduction in price.

Resolved. Commend MA for successful outcome. **Action: PP**

7. WORK ORDERS

1. **6 Star Plumbing:** additional refurb work on HWS estimated at \$1800 for parts plus repair and charge installation, approved last week.

Resolved: Note for variation of earlier WO. **Action MA**

2. **6 Star Plumbing and P&T Fire Eqpt:** Emergency plumbing investigation and repairs to leaking water main approved out of session, and residents notified.

Resolved: (See 6.6 above).

3. **Gauntlet Engineering**

Proposer: PP

Purpose: Ensure reliable & regular door servicing.

Cost: Qrtrly charge \$55+gst. Callouts as per Quote.

Budget: Admin. EST <\$500pa

Resolved: MA to issue WO as per Quote. (below)

8. OTHER BUSINESS

1. **Next Meeting:** **Resolved:** The next meeting will be at 4pm to 6 pm on Monday 15 July 2019, in lieu of August meeting. Venue to be at City Strata Offices with MA Jeanette Tym invited to attend, if available. **Action. KG, MA, PP.**

2. **Any Other Business:**

- **Oversized rubbish left in basement: (Peter Ford):** Despite notice, oversized rubbish continues to be left in garbage rooms. C'tee might discuss options including 1) Identifying/actioning culprits via MA, 2) New communications including Lift Notices, and/or 3) Use Cleaning Contract provision for specific quote for R&M to remove and such to waste recovery centre.

- **Resolved:** Any such be removed to corporate cage near wash down area. Quote will be sought to remove all periodically to Waste Receivable Centre. Appropriate reminders of resident responsibilities (Rule12(2)(f)) will be actioned. **Action. PP, KG**

3. Meeting close at 6.35pm, then refreshments provided by Hosts.

Paul J Perkins, Chair and Secretary. Karen Gassner, Asst Secretary.



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QUOTE

Date	Work/Shipping Address	Client's Billing Address
06/06/2019	Units Plan No. 3259 17-23 State Circle Forest ACT 2603	Units Plan No. 3259 PO BOX 6248 O'Connor ACT 2602
Quote #		
01620		

Description	Quantity	Unit Price (excl GST)	Sub Total (excl GST)	GST Amount	Amount Payable (including GST)
Check & service entry & car park common hinged doors: - Check, lubricate & adjust hinges. - Tighten door handles. - Check & adjust door closers.					
September 2019 service.	1	\$50.00	\$50.00	\$5.00	\$55.00
December 2019 service.	1	\$50.00	\$50.00	\$5.00	\$55.00
March 2020 service.	1	\$50.00	\$50.00	\$5.00	\$55.00
June 2020 service.	1	\$50.00	\$50.00	\$5.00	\$55.00
Additional repairs identified during services to be quoted on, at materials cost + labour.					
Call outs outside of service periods charged at a minimum of 1 hour's labour.					
Labour charged at \$55 ph. Incl. GST					
Totals			\$200	\$20.00	\$220.00

Total (excluding GST)	\$200.00
Total GST Amount Payable	\$20.00
Total Amount Payable (incl GST)	\$220.00