



**UP3259 Capital Hill Apartments
Executive Committee Meeting No 111
15th July, 2019, at 4.00pm
At City Strata Offices, 27 Torrens St, Braddon.**

Minutes

Present: Paul Perkins (PP) 30/23, Chair; Richard Heaney (RH) 28/23; Treasurer, Karen Gassner (KG) 12/19, Assistant Secretary; Terry Gassner (TG) 12/19; Horace Saducas(HS) 118/23; Peter Ford (PF) 115/21.

By Invitation: Jeanette Tym, Managing Agent (MA).

Apology: Gaye McDermott (GM) 203/17.

1. Welcome and Introductions.

The chair declared the meeting open at 4pm and Welcomed Jeanette Tym (MA), thanking her for her attendance.

2. Minutes.

Resolved: Minutes of Executive Committee no 110, 12 June 2019, be approved as circulated except that 4.1.A (Pet Approval) reference should be 20/21.

3. Governance.

Resolved: The commitments adopted at ECM107, 10 Dec18 be re-affirmed.

4. Work Calendar.

ECM107 endorsed various initiatives grouped in a Work Calendar (not included here). Those headings and numbers are used to report progress and issues for discussion. **Only those requiring decisions at this meeting are included below.**

Delays, deferrals and liaison with Managing Agent and City Strata branch manager are reported in Minutes of ECM108 (11Feb19), ECM109 (1Apr19) and ECM110 (12Jun19).

1. Executive Committee Meetings (ECM) & Minutes Register

Resolved: Request MA to arrange update of Webpage to include 1) updated Determinations Register and 2) Minutes for ECM110, in the Owners Secure section. **Action. PF, KG, MA.**

3. AGM & Minutes Register

Resolved:

1. KG, RH and MA meet to agree timeline to AGM, allowing for next ECM, budget preparation, statutory notices etc.
2. Request MA to expedite inclusion of Chair and Treasurers' reports in Minutes Register on Webpage and Owners Portal, and report completion.

4. Works & Landscape Advisory Committee

Resolved to:

1. Note Convener TG's report on progress
2. Note Ctee request to include options for front balcony gardens, but agreed that the related complex issues be looked at by the Executive Ctee separately over the next year. **Action. TG**

5. Owners Advisory Panel

Resolved:

1. To Note co-chairs' report of attendance by 25 people representing 15 apartments,
2. To thank Co-chair David Campbell for hosting the gathering and Karen Gassner for co-ordinating.

7. Corporate Register

Resolved:

1. To note KGs report of unusual level of activity and
2. Requested MA to check availability of contact info for 13/19. **Action. MA, KG**

8. Budgets. See 3.1 above.

10. Sinking Fund Review

The meeting briefly discussed with the MA the two reports 1) Common Property Condition Report dated 4Apr19 and 2) Updated Sinking Fund Report dated 7May19, both circulated to members on 2 July.

Resolved:

1. Note Condition Report and authorise MA to obtain quotes and issue WO for the concrete cutting recommended.
2. Note the Sinking Fund Report and our agreed intent to complete related studies so as to enable formal review and submission to AGM in 2020, and
3. Request MA to arrange for an adviser to discuss the contents preferably at or before .the September ECM.

11. Contractors & Service Providers Register

The reviews of all 25 providers, and resulting contract or Works Order adjustments were discussed with MA (Specific outstanding See Contractors below).

Resolved to:

1. Defer sign -off of Register till September ECM
2. Note intent to consider Periodic Mtnc Schedule in the September budget meeting,
3. Defer decision as to retention in secure webpage and or Shared Portal.

12. Communications, Policy & Processes

Serious problems with our website administered by City Strata through a Works Order with TechnoWand were discussed with MA. Protocols and methodology for use need formalising urgently. Given recent breaches of Privacy (Minutes in non-secure domain), failures to update, private information concerns, etc, a strong but minority view to discontinue use of site.

Resolved:

1. MA to urgently meet with Technowand to ensure web Administration is in place to 30 June 2020, with clear access and security protocols and methodology documented for ongoing usage. **Action: MA, KG, PP**
2. Committee to progressively review content for relevance, use, accuracy etc before June 2020 and review continuation at that time. **Action: MA, PP, KG.**

14. Security & Keys Policy & Processes

Delays in Security Rebuild Audit discussed with MA., now over 3 months late.

Resolved: MA be requested to expedite a further quote. **Action: MA, PP,RH.**

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

Delays in reviewing were discussed with potential to rely on MA's City Strata policies in the future.

Resolved:

1. Executive committee to establish a working group to undertaken review of current Webpage inclusions, transfer to Owners Portal, etc, for completion by 30 May 2020. **Action: KG, PP**
2. Invite volunteer owner to assist with Emergency Response Policy in same timeframe. **Action: KG, PP**

5.Monthly Status Report/ Treasurer's Report

Treasurers summary of satisfactory financial position was discussed and accounting treatment questions referred to MA for advice.

Notice of new Deposits charge from (Service Provider) Stratapay was discussed.

Resolved:

1. Accept the Treasurer's report.
2. Note the June Monthly Status Report
3. MA requested to formally advise on the New Stratapay deposit charge re 1) budgetary impact and 2) contractual implications, if any. **Action: MA**

6.Contractors and Service Providers

6A. Complaints, Claims, Allegations & Offences

Current status, actions taken and proposed for the following pending matters were canvassed with MA:

1. Leak in 205/19.
2. Balcony Garden Box, 202/17.
3. Dead plants in small garden boxes, adjacent 2/17, 20/21.
4. Dog Droppings, 20/21.
5. Website Privacy & Control Breaches: See 4.12 above.
6. Water in Storage Cage, 31/23.
7. Rubbish disposal, 15/19.

Resolved:

1. MA to expedite insurers decision given 5 month delay.
2. MA to write again requesting owner action and offering referral to contractor at Owners cost.

3. WO to Contractor ASHS to plant (x3) advanced Rhipiolepis Indica in empty boxes and relocate existing azalea to bare patch in front garden. Plant appropriate plants in empty oblong box adjacent 20/21. **Action. PP, KG.**
4. Watching brief.. **Action: PP**
5. **MA** to action (see 4.12 above)
6. **MA** to obtain advice and quotes for protecting cage from car wash water. **PP** to advise owners. **ECM Approve Out-of-session.**
7. Watching brief. **Action. PP**

4.Lift Services. Schindler

Resolved:

1. MA to complete execution of renegotiated 3 year contract.
2. MA be authorised to accept quote for Emergency phone service for urgent installation (See 6.19 below). **Action: MA, PP.**

9.HVAC SEDA

Brief re outstanding matters after Contract Renegotiation discussed with MA.

Resolved: Action. MA, PP

1. MA expedite review of overcharging
2. MA expedite overdue first Mtnc visit under new contract
3. MA to issue WO for CO monitoring compliance audit.

10. Garage Door. ACT Doorland

Delays in finalising new contractual arrangements discussed with MA.

Resolved: Action: MA, PP.

1. MA to issue WO covering new arrangement.
2. MA to issue WO for spare springs
3. MA to issue WO for Remote enhancement (with first Mtnc call).

11a.Cleaning. R&M Woodrow

Resolved: Action: PP

1. PP to ensure Renegotiated Periodic Work Schedule to be signed off.
2. Failure to comply with Bin removal/ return schedule to be actioned.

11b.Cleaning. Encore Services

Resolved: MA to expedite issue of WO for 6monthly carpet steam clean (due August).

12.General Mtnc. Dave Le Ruez

Resolved: MA to expedite outstanding WO's for 1) Basement cage re-org and 2) Garbage room and exit door floor painting etc.

15.Window Cleaning & Solar Panels

Resolved: MA to confirm change to WO for annual only solar panel cleaning and issue WO for Windows only 6 monthly clean.

18. Gardening & Irrigation. ASHS Luke Oldfield.

Reissue of WO covering matters renegotiated discussed. WALAC review of contractor's Report discussed (See 4.4 above).

Resolved: Action: MA, PP, KG

1. MA to expedite re-issue of WO covering issues negotiated in March including flexibility of weekly specifications but quality focus on all areas' functional outcomes, periodic proposals for upgrades by ASHS and 5% increase from 1 July19.
2. MA issue WO for urgent empty box plantings (See 6A.3 above).

19. Telecommunications Services

Failure of NEXT Telecom and HighRise services to deliver on requests and crisis now presented by Highrise' being placed in liquidation, disconnection of existing services for non-payment, and Telstra's apparent refusal to re-connect landline services due to pending NBN cut-over deadline, all discussed with MA.

Urgency and risk attaches to no emergency phones in lifts, no backup for Fire monitoring as well as no line for gas metering data. Additional data connections for solar and security internet access still outstanding. MA tabled quotation from ADT Fire Monitoring Pty Ltd (Tyco).

On written advice from MA, urgent action is necessary and Sinking Fund is accessible for this purpose. Both Schindler and ADT/Tyco proposals expose us to additional cost risk for dealing with radio signal strength issues and this will only finalised on installation. Nevertheless, a total spend of less than \$20,000 is expected for the Lifts, Fire Monitoring and the two addition GSM units for Gas metering, solar generation and security systems' on-line data access.

Resolved: Action: MA, PP, KG, RH.

1. MA authorised to accept quote from Schindler for installation of emergency phone facilities in all four lifts as per Proposal dated 21 May 2019 for \$14,740 (incl. gst), for urgent installation.
2. MA authorised to accept proposal from ADT Fire Monitoring (Tyco) for automated fire alarm monitoring and backup as per their undated proposal for "Dual Radio Upgrade Contract Extension", referenced ASE01944.
3. MA to obtain urgent quotes from a Telco retail provide for (2) similar GSM Internet/phone/ on-line data access for 1) Gas metering and 2a) solar energy system and 2b) security/camera system. **ECM Approval out-of-session.**
4. MA to arrange urgent communication to residents re Lift Risk. **Action: MA, KG, PP**
5. MA to action any required notice under Insurance disclosure requirements.

23.Website Service. Technowand

(See 4.12 and 6A.5 above)

24. Roof Certification RIS

Resolved: Request MA to confirm when Certificate issued.

7.WORKS ORDERS

(See various specifically referred to under headings above).

8.OTHER BUSINESS

1.Next scheduled Executive Committee Meeting, in September to be decided a after meeting between MA, KG and RH (See 4.3.1 above).

2.During PP absence overseas, the following arrangements were agreed:

1. Chair: Peter Ford (3-24Aug): Richard Heaney (25Aug-3Sept).
2. Secretary: Karen Gassner (3-24Aug); Richard Heaney (25Aug-3Sept)
3. Out-of-session delegation: chair, Secretary and one other Executive member acting together to decide, issues up to \$2100, on advice from MA where appropriate, subject to referral to next ECM.

Meeting closed 6.25pm.

Paul J Perkins, Chair & Secretary.

Karen Gassner, Asst Secretary