

**UP3259 Capital Hill Apartments
Executive Committee Meeting No 114 (Special).
13th November, 2019, at noon.
At Apartment 12/19, State Circle, Forrest.**

Minutes

Present (Executive Committee): Paul Perkins (PP) 30/23, Chair; Richard Heaney (RH) 28/23 (by proxy to chair), Karen Gassner (KG) 12/19, Secretary;, Gaye McDermott (GM) 203/17.

By invitation: (Works and Landscape Advisory Committee (WALAC)).Sue Chambers (SC) 105/17, Lisa Wright (LW) 3/17, Peter Hodge (PH) 108/19.

Apologies: (Exec Ctee): Horace Saducas(HS) 118/23; Peter Ford (PF) 115/21. **(WALAC):** Eric Archer (EA) and Konstantin Probst (KB) 31/23.

1. Welcome and Introductions.

The chair declared the meeting open at 12.07pm.

2. Governance

UP3259 operates under the Unit Titles(Mgt) Act(2011) with decisions made either by the Owners Corporation (OC) in general meetings (AGM or GM), or by Executive Committee (s.35) meetings (ECM).

Resolved: The commitments adopted at ECM107, 10 Dec18 and ECM113, 4Nov19 be drawn to attention of WALAC members with copy of Code of Conduct tabled. The chair explained the Executive committee's approach to "In Confidence" and "private versus public interest". No objections from WALAC Members.

3. Executive Committee Business

Resolved (ECM113, 4Nov19):

1. **Meeting dates and Regularity:** ECM meet bi monthly on 2nd Monday, starting on 9 December 2019. (plus dates agreed for 2020; 10 Feb, 13 Apr, 8 Jun, 10 Aug, 12Oct, 14 Dec., with extra meetings by agreement (eg. WALAC).
2. **Out-of-session business:** Exceptional issues only. Full written proposals required, all members must agree, report to next meeting for minuting. For urgent matters, up to MA delegation value, Chair, Secretary & Treasurer May agree on action with report to next meeting for minuting.
3. **WALAC business:** Confirmed out of session decision to pause the work of the committee, till After the AGM. It was also agreed that the ECM consider WALAC matters at extra meetings with WALAC members participating in advisory roles, but accepting our governance rules.

Resolved: That WALAC members noted and agreed to the business arrangements.

4. ASHS Priority Responses to WALAC Requests

Resolved

1. Confirm ECM's informal decisions on 26Sep19 after a) Convener TG's decision to retire and co-incident with b) tractor  breakdown, c) Budgetary and Cashflow problems in lead up to AGM, and d) Luke's serious head injury, viz:

1. put the WALAC work on hold till after AGM
2. Future work to be done in ECM meetings, WALAC members attending and advising.
3. Advise WALAC (done 30Sep19)
4. Advise Luke. Discussed and agreed to limit quotes to priority issues on the WALAC list.

2. Note the first item in the WALAC list above is being formally processed by the EXEC Ctee via the MA, Kelly McMahon. ECM113 decided to write again to the owners requesting discussion with MA and Chair.

5. Estimates Now Provided

Meantime, Priority estimates have been provided for consideration:

1. Irrigation Upgrades 17, 19, 21. (Qu-0238, \$5000)
2. Irrigation Modification 23. (QU-0236, \$770)
3. Front garden bed replanting. (QU-0232, \$1300)
4. Melbourne Av replanting. (QU-0237, \$700)

Resolved: The ECM and WALAC Committees considered the above proposals and the decisions recorded are:

1. Irrigation Upgrades to buildings 17,19 and 21 (\$5000) approved for completion in the new ECM work plan.
2. Irrigation Modification 23 (\$770) approved for completion in the new ECM work plan.
3. Front Garden bed replanting. The WALAC committee recommended the planting of the 15 Azalea "Red Wing" subject to timing of planting (Autumn) and the availability of plants, but that the planting of 47 Pieris Japonica "Mountain Fire" should be delayed as they felt there was not a need for this plant in the front beds.

These recommendations will be referred to the full Executive Committee

4. Melbourne Avenue replanting (\$1300) . PP declared an interest as he resides in Building 23.

The Committee agreed to the proposal subject to asking ASHS to reconsider the planting of Hellebores and advice re other options for planting. Chair to discuss with ASHS.

5. Pet Approval Application

Resolved:

1. Approved the application for keeping a cat in apartment 9/19, without additional conditions, as agreed by the owner and recommended by the MA out of session.
2. Authorised the Secretary to update Pet Approval Register,
3. MA to communicate approval to the applicants.

6. Other Business:

1. Landscape Masterplan: Given WALAC Committee members do not see the Periodic Landscape Review provided by ASHS as adequate plan, hence propose a Master Plan be developed, chair PP will refer for full executive committee discussion and determination.

2. Pyrus Trees (late paper). WALAC preference for consistency of tree plantings noted. Chair will refer for full ECM discussion.

3. Next special ECM / WALAC meeting. To be scheduled after discussions with ASHS and ECM determinations of issues raised at this meeting.

Meeting closed by 1.12pm

Paul J Perkins, Chair

Karen Gassner, Secretary.