

**UP3259 Capital Hill Apartments
Executive Committee Meeting No 115
9th December, 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, Secretary; Peter Ford (PF) 115/21, Gaye McDermott (GM) 203/17.

Apologies: (Exec Ctee): Horace Saducas(HS) 118/23

By Invitation: Kelly McMahon, Managing Agent (MA).

1. Welcome and Introductions.

The chair declared the meeting open at 4pm. The Chair tabled a late paper on UP3259 Repairs to Rear Fire Door, Building 23 to be considered under General Mtnc.

2. Minutes.

Resolved: Minutes of Executive Committee meetings 113 4Nov19 and 114 (special) 12Nov19, be approved as circulated.

3. Governance

3A. Committee membership

Resolved: Members expedite profile updates to enable Webpage update. **Action: All, KG.**

3B. Dealing with Defects seminar, and OCN (ACT): AGM Seminar. Briefing on unit Titles Legislation Amendment Bill, 2019.

Attendance at first was facilitated by MA. Slides have been circulated by PF who will assist with questions at meeting. PF and HS attended OCN and will discuss at meeting.

Resolved: Note discussions and request MA to arrange advice to next ECM. **Action. MA.**

4. Work Calendar.

ECM113, 4Nov19 agreed that a new plan for the current year be developed and agreed with the MA for implementation from this meeting. (Action: PP, KG, MA). We have been unable to comply with this objective.

Resolved: Note delay and defer item to next meeting (Feb20). (**Action: PP, KG, MA).**

4.4 Works & Landscape Advisory Committee (WALAC)

The executive committee needs to consider WALAC's strong preference for a new Masterplan and other preferences. A briefing paper (PP, 22Nov/1Dec19) was provided, and recently discovered original landscape plans have also been circulated to members (PP, 3Dec19).

Resolved: Noted the matters raised by the WALAC and agreed to build on original plans now available rather than allow a separate masterplan. Current year work commitments will be limited to the quotes already approved and any urgent and unavoidable tasks, but including "oak tree seating" subject to advice and quote. Scheduled 10 February executive meeting will include a segment convened to provide

Action: ECM, KG, PP.

4.5. Owners Advisory Group (OAG)

Co-chaired by Chair and immediate past Chair.

As agreed at ECM 113, KG finalised arrangements for the "Christmas Gathering under the Spreading Oak" event at 12.30pm, Sunday 8Dec19. Lift Notices were arranged. MA was invited but declined with regret.

Resolved: Note successful "Christmas gathering under the Spreading Oak", on 8Dec19, attended by representatives of around 30 apartments. Co-chair David's punch was commended.

4.7. Corporate Register

Changes are maintained by the Secretary and coordinates with MA held Register.

Resolved :Note KGs report of specific activity re changes, Welcome letters, contact address changes etc.

4.12. Communications, Policy & Processes (and See 15-18 below)

Resolved: Defer for consideration within Workplan Feb20.

4.13. Access, Security & Keys : Review and Proposal

Presently serviced by 3 (plus1?) service providers:

- 13a. Security, Access Controls, Keys: Security Solutions P/Ltd, John Hogh, principal.
- 13b. CCTV System: Blitz Security Installations P/Ltd, Jason Hogh, principal.
- 14. Fermax Intercom System: Intune TV P/Ltd, Bobby Radic, Director.
- And pending but presently outstanding... data/internet connection, (Was Next Telecom/ Highrise?)

Following MA advice and decisions at ECM113, 4Nov19, 1) yet another failure of CCTV system, 2) discovering lapsed contract arrangements, as well as 2) Lift access problems, RH arranged on site discussions with Jason Hogh. Separate contact was made with John Hogh whilst on site fixing lift access problems. We also reviewed earlier inputs re System upgrades including an audit report (ATEK Security) and were made aware of more recent integrated systems now operational in Canberra apartment complexes.

Richards' proposal below essentially enables achieving present best practise outcomes for the technical and operational aspects of integrated security services, at a much lower cost than that of major national providers with Blitz as our prime contractor.

Changes to Capital Hill Apartments Security System: RH, 8 December 2019.

1. Management of security and access systems

Management of security and access systems (Challenger and Titan) has proven troublesome over time, given the need for committee members to actively manage the system. Over the last 6 months, Blitz put together a package that is now offered to new and existing clients.

Blitz have agreed to take on the day-to-day management of the security and access systems as prime contractor. This includes management of the CCTV system, the Challenger (and Titan) system and the Fermax intercom system (via Intune).

It should be noted that internet links to our access and security system will allow Blitz to manage the CCTV and security and access systems remotely, providing both efficiency but also reduced call costs. This is a key part of the management plan.

Resolved: Contract Blitz Installations Pty Ltd to manage our access and security systems as prime contractor under their standard comprehensive management plan (\$4054 per year) **Action. RH, MA.**

2. Replacement of existing CCTV system and the HP personal computer with one server

The CCTV system using NUUO software has not performed properly for over 12 months. Initially, there were problems with certain cameras continually disconnecting and reconnecting. This was mostly corrected with NUUO software updates and increases in the number of plug boards that link the cameras to the processor, though there are still problems with cameras dropping out.

More recently there have been issues with sudden, unexplained processor stoppages (both frozen screen and blue screen events). These have been investigated by Richard Boorman from Blitz. It would seem that the present processor and software combination is not coping with the workload.

Blitz is currently undertaking a full security and access system audit (see diagram above). It is expected that the CCTV computer will need to be replaced using a server and software that better suits the needs of the building (new server and HP Witness software and licences). This is expected to cost in the order of \$10,000 (documents available for review if required).

Note: The Titan system, presently run on a separate HP PC, will also be run on the new server. This will further facilitate Blitz taking over the role of prime security and access manager for the building, including Intercom System access switch interfaces with Lifts and doors. Work Order to be issued

Resolved: Blitz Installations Pty Ltd be contracted to install a server and software (approx. \$10,000), replacing the present two computers in our Comms room. Funding from Sinking Fund. **Action: RH,MA.**

4.14-17. Privacy, Risk, WH&S, Emergency Response (Consider with 12 above).

Key issues relate to potential to rely on MA's City Strata policies in the future.

KG leads a working group to undertaken review of current Webpage inclusions, transfer to Owners Portal, etc, for sign-off by ECM by 30 May 2020, in close liaison with MA.

Resolved: Defer for consideration with Workplan, Feb20.

5. Monthly Status Report/ Treasurer's Report

Monthly Status Report for November has been circulated separately by MA.

Treasurer' summary of financial position was provided.

Resolved: Accept the Treasurers Report. Note the November Monthly Status Report. Note that Questions for MA had been resolved.

6. Contractors and Service Providers

6A. Complaints, Claims, Allegations & Offence

Current status, actions taken and proposed for all new and pending matters were presented (in Table form) for discussion and MA advice.

Resolved: (with Register numbers)

- 1) **Water Damage:** Works Order issued scheduled for early Feb20. **MA** again arranged Insurance Claim.
- 2) **Balcony Garden Box:** **MA** to arrange a meeting with owners to discuss. **MA** to seek response from owners Managing Agent.
- 5) **Website Privacy:** Closed. However Technowand, **MA** to process visit with KG,RH pending.
- 6) **Storage Cage Water Claim:** MA awaiting re-quote. **ECM** to approve out-of-session.

- 8) & 8a **Water Leak Damage Studies:** Mal Wilson ASD consulting Jan20. **Action:PP**
- 9) Lapsed.
- 14) **Garbage Room Door Seals:** MA to expedite quote from new Handyman.
- 15) **Basement Parking:** Complete but MA letter to complainant outstanding.
- 17) **Basement Car Park Theft:** No CCTV. **Action.** KG informed complainant.
- 18) **Water Damage claim:** MA has arranged insurance claim.
- 19) **Attempted Break In:** Replacement under Delgn. **Action:** PP installed new plate.

6.2. Sinking Fund Consultant. QIA

At ECM113, we had a teleconference with Craig Walsh of QIA. Discussion notes were prepared by KG and later circulated for the record (KG, 24Nov19). We advised him of our formally Noting the QIA Sinking Fund Report but restated our agreed intent to complete related preliminary studies of major risk areas so as to enable formal submission to AGM in 2021. 3) we agreed to meet with QIA rep on his visit to CANBERRA before Christmas.

Resolved:Note the report and pending visit from QIA.

6.2a. Structural Engineering. ASD, Mal Wilson.

- MA organising visit by Remedial Building Services rep.
- PP discussed MW revisiting Seal issues early 2020.

Resolved: Note work to be rescheduled in early 2020. **Action: PP**

6.3 Insurance. CHU

- Claim re water (6a.18)
- Claim re water (205/19)

Resolved: Request MA to provide three year claims history for review. **Action: MA**

6.4.Lift Services. Schlindler

- 1) MA completed execution of 3 year contract from March 2018.
- 2) Proposal to replace Lift flouro with LED. Quote pending.
- 3) L.21 intermittently not responding at Basement (2 residents). Fixed.

Resolved: Note pleasing progress.

6.6. HWS, Plumbing, Stormwater. 6 Star Plumbing.

- Two (2) Emergency HWS pinhole leak repairs approved out-of-session.
- Investigations & compliance testing re HWS optimisation approved out of session.
- HWS system optimisation proposal & ongoing management approved out-of-session.

Resolved Out of Session:

1. Confirm emergency approvals of 2 do & charge emergency repairs.
2. Confirm approval of HWS investigations (\$654 incl gst: x Admin Fund)
3. Approve supply & instal controllers & in-line thermostats (2360 incl gst: x Sinking Fund)
4. Modify annual Works Order to include x3 inspection, Mtnc, calibration, adjustments (\$894pa incl gst: Admin Fund)
5. Notify owners of need for 5yearly replacement of apartment Tempering Valves by 1) letter and 2) inclusion in Apartment Manual (cost to owners). **Action: MA,PP, KG.**

6.9.HVAC SEDA

MA has responded to Brief re outstanding matters after Contract Renegotiation discussed with MA (PP July), (email forwarded to members on 21Oct19).

Recommendations:

1. MA advised reimbursement of \$1056 by credit coming

3. Mgr confirmed WO for replacement of CO Monitors x10 (\$4420+gst. X Sinking Fund) has been raised. Likely not for delivery/ installation till Early 2020. Confirmed existing instruments not connected to controller! Will agree commissioning process and on/off conditions and annual compliance checking etc on installation for inclusion in agreement.

Resolved: Note progress and commend MA on efforts. **Action: MA, PP**

6.10. Roller Door. ACT Doorland

Door emergency required Approval of Lift notices, one nights Security (Leader Security \$578) and replacement of electronic components (ACTDoorland \$578). Two resident claims of theft from parked cars. CCTV failure prevented investigation. (See 6A.17 above).

Resolved: Note Emergency expenditures on Roller Door approved out of session.

6.11a.Cleaning. R&M Woodrow

ECM 113 4 Nov19 authorised chair and MA to finalise changed contract arrangements covering new responsibilities re tractor use, garbage bins & maintenance, agreed Periodic Work Schedule, with report back to this meeting. The meeting is still to be scheduled.

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

6.12.General Mtnce.

ECM 113 noted MA efforts re replacement Handyman post DLR Dave Le Ruez' withdrawal. Quotes requested from Anyjobmatters: Harry Vallianos re matters including 1) Basement cage re-org and 2) Garbage room and exit doors & floor painting (completed), 3) Garbage room door seals etc.4) Water damage repairs 205/19 (WO issued), 6) Basement cage waterproofing, 7) rear path grinding. Given extent of job backlog, MA to consider creating competing tension by obtaining quotes from several handy .

Resolved: Noted advice that quotes have been submitted but cage waterproofing and Path grinding are being reassessed. Agreed that MA ask Harry to touch up paint work on stairs and walls. **Action: MA**

18.Gardening & Irrigation. ASHS Luke Oldfield.

Various matters including 1) reissue of simple agreement from 1 July19, 2) various estimates sought by WALAC outstanding. ECM noted out-of-session agreement to action priority quotes from ECM114 meeting.

Resolved: To minute the out-of-session decisions of 3Dec19, Works Orders, 4Dec19, viz:

- 1) Request MA to issue WO to ASHS for Irrigation upgrades (Qu-0238:\$5000)
- 2) Request MA to issue WO to ASHS for irrigation modification (Qu-0236:\$770)
- 3) Request MA to issue WO to ASHS for front garden plantings (Qu-0232: \$1300)
- 4) Request MA to issue WO to ASHS for Melb Av plantings (Qu-0237:\$700).

Resolved: Chair and **MA** to reissue simple agreement to ASHS 1July19. **PP** to discuss with Luke when proposed weekend work will proceed. **Actions: PP, MA.**

6.19. Telecommunications Services (Next Telecom/ Highrise -in liquidation?)

Issues outstanding include by Highrise (?) Letter re "outstanding phone bills" and provision of phone /data internet connections for 1) Solar and 2) Security System data transfers. MA has been investigating and arranged Maritex Electrical on-site check of all phone connections in November.

Resolved: Noted and commended MA for confirmation that the 6 NEXT landlines have been closed, a refund is coming, and no further invoices will be issued. Authorised MA to arrange for Maritex to connect 2 new lines for solar monitoring, CCTV system and security /access control using the recommended NBN internet product (\$39.99 a month) subject to Blitz confirmation that offered product will be sufficient to service the data transfers in their proposal. **Action: RH** to confirm with Blitz , and on confirmation, **MA** to arrange installation and commissioning of the 2 new Maritex/Inet data lines.

6.23.Website Service. Technowand

(See 4.12 above) ECM113, 4Nov19 decided to meet with MA and Technowand as required to carefully record current contractual arrangements, contacts, responsibilities etc. Not achieved.

Resolved: Note MA advice re email and on-line information on web hosting arrangements for UP3259 as provided by Technowand . Requested **MA** to send Technowand email to EC for review of the current Professional Website package. **Action: MA, KG,RH,PP**

7.OTHER BUSINESS

7.1 Holiday Arrangements.

Resolved: Note MA advice that City Strata will be closed from 20Dec19 and will reopen on 6Jan20. Emergency phone numbers service will be in operation. Arrangements can be made for referral to our contractor if required. **Action: PP** to contact contractors regarding holiday service levels and advise MA of any referrals required. **MA** to finalise any required.

7.2. Next Executive Committee Meeting, location etc.

Scheduled for 10Feb20.

7.3. Late Paper. Fire Door Repairs

PP tabled a paper regarding repairs to rear fire door in building 23 which required supply of a replacement door blocker plate.

Resolved: Credit \$69 to PP's Levy account for material for fire door repair. **Action: MA.**

Meeting closed 5.35pm.

Karen Gassner, Secretary. Paul J Perkins, Chair.

11 Dec 19.