UP3259 Capital Hill Apartments
Executive Committee Meeting No 116
10 February, 2020, at 4.00pm - 5.15pm
At City Strata Offices, 27 Torrens Street, Braddon
Minutes

Executive Committee: Paul Perkins (PP) 30/23, Chair, Richard Heaney (RH) 28/23, Treasurer, Karen Gassner (KG) 12/19, Secretary, Gaye McDermott (GM) 203/17, Horace Saducas (HS) 118/23.
Invitation: Kelly McMahon (MA) (left meeting 4,55pm), Imogen McMillan.
Apology: Peter Ford (PF) 115/21.

1. **Welcome and Introductions.**
The Chair declared the meeting open at 3.55pm. The Chair tabled a late paper on UP3259 Contract Variation Proposal : R & M Woodrow Cleaning to be considered under New Business / Proposals.

2. Minutes of the previous meeting
Resolved: Minutes of ECM115, 9 Dec19, be approved as circulated.

3. Works and Landscape Advisory Committee
Resolved: WALAC issues be deferred to the next scheduled Meeting due to unavailability of some members.

4. Matters Arising and Outstanding

1. Action Register :

3B.	**Dealing with Defects Seminar: MA** report has been deferred to April ECM.
4.12	**Communications Policy:** Deferred for consideration in the Work Calendar 2020.
4.13	**Access, Security and Keys: MA** undertake to have Contract completed.
4.14-17	**Privacy, Risk & WHS:** Deferred for consideration in the Work Calendar 2020.
6.2	**Sinking Fund Consultant: RH** to lead the discussion with HS to assist. **MA** to expedite outstanding meeting with QIA representative in Canberra.
18	**Gardening and Irrigation: MA** to reissue agreement to ASHS. **PP/MA** to consider wording of Work Orders.
6.19	**Telecommunications Services: MA** to send draft letter to ECM for approval prior to sending to Highrise regarding unauthorised expenditure. (see 3.19)
6.23	**Website Technowand: MA to** arrange meeting this month for PP/KG/RH.

2. Complaints Register : Current Status, actions taken and proposed for all new and pending matters were presented (in Table form) for discussion and MA advice.

1. **Water Damage:** Work started 11 February 2020.
2. **Balcony Garden Box: MA** to arrange a meeting with Owners to discuss. **MA** to contact Real Estate Agent.

6. **Water in Storage Cage: MA** to appoint a builder regarding a quote after handyman declined.

8/8a. **Water Leak Damage Studies: MA** to organise a meeting with Mal Wilson ASD and Rob Edwards 6 Star Plumbing to work together on site. When a decision has been made **MA** to communicate with Owner.

14. **Damaged Garbage Door Seals: MA** to expedite Handyman quote.

18. **Water Damage Claim:** Original claim accepted. later plumbing matter referred to owner.

24. **Emergency Lighting System Alarm: MA** to arrange the variation of existing contract. (see 8.2 below)

25. **Hailstorm Damage/Insurance Claims:** Extensive make good work and quotes for remediation noted. All briefing by UP3259 referred to Assessor. Delay of concern to us , may require advice to owners given risks. **MA** is awaiting to hear from Insurance Assessor and Loss Adjuster (Crawfords) regarding locking in times with Owners **a**nd Tenants. **MA** will issue a batch communication if needed. Individual and Common Property will be investigated. **PP** will followup this week.

3. Service Providers Register:

2. **Building Consultant:** Awaiting visit from QIA Group re Sinking Fund Advice

2a. **Structural Engineer: MA** to arrange visit from Mal Wilson, Advanced Structural Design with Rob Edwards, 6 Star Plumbing to complete a major review of slab seals and RWOs.

3. **Insurance: MA** to provide advice regarding CHU insurance claims for the last three years. Claims from Hailstorm event to be assessed by CHU.

3a. **Building Remedial Services: MA** to expedite visit from Remedial Building Services engineer regarding slab seal warranty issue.

6. **HWS,Plumbing and Stormwater:** Noted 6 Star Plumbing investigating slab seal (15/19) and three leaks (Hailstorm, see 2.25 above)

9. **SEDA Services: MA** to investigate remaining refund and expedite new CO monitors installation and compliance reports from scheduled December reporting.

11b. **Collection Pickup Garbage:** Investigating damage to recyclable bins with SEDA (Suez) P/L. **MA l**etter from Suez to be provided for review.

11c. **Cleaning: MA** to complete variation to R&M Woodrow contract. (See 8.1).

12c. **General Maintenance: MA t**o follow up Any Job Matters regarding several outstanding quotes (see 2.14) and repainting basement garbage rooms floors after investigating paint used and recommendations of paint providers for remediation. **PP** to review paint specifications.

13b. **CCTV System: MA** to organise internet provider for connection of online access and Blitz Security to install new integrated system. **RH t**o assist regarding project completion milestones.

16b. **Solar Power Plant: RH,PP** arrange Data Management App when Internet is installed.

17. **Water & Sewerage:** Consult with Icon regarding sub metering of Hot Water System.

18. **Gardening and Irrigation:** Planning regarding Sinking Fund impact has been deferred pending QIA visit.

19. **Telecom Service/Advice: MA** to send draft letter to ECM for approval prior to sending Highrise regarding unauthorised expenditure.
23. **Website:** Process and performance review of Technowand. **MA** to arrange meeting this month for PP/RH/KG.
24b. **Roof Improvements:** emergency roof make safe work by Kerrigan Carpentry noted. (See 5b below.) Circulated briefing on quotes for Urgent cover replacements ($7150) and for improvements overflashings, priority fix for Bld 17. All await review by insurance assessor and then possible General Meeting approval discussed. Decision deferred pending advice. ECM to decide out of session.

Resolved: Note discussions and update registers accordingly.

5. Approvals since last Executive Committee Meeting

Resolved: Note approvals under delegation and out of session since last ECM.

a) Various minor jobs referred via MA WOs: not listed
b) Hailstorm Response:
    a. 6 Star Plumbing: same day emergency make safe. (Contract: do and charge)
    b. 6 Star Plumbing: Investigate 3 owner damage claims. (Contract: do and charge)
    c. Kerrigan: Inspect roof report & make safe. Quote for urgent cover replacements, roof flashing etc. ($1650 and do and charge for emergency make safe)
    d. Capital Solar Maintenance: Inspect report on solar system. (Casual: do and charge)
    e. (Out of Session approval) Urgent consult with MA and CHU assessor regarding 11) Garden boxes, 2) urgent roof repairs.
    f. P&T All Trades: Replace & fix 4 Hose Reel Cabinet Signs. (Do and charge)
    g. K Gassner: Replace Building 19 garden box plants after irrigation failure. (Do and charge)

6. Treasurers Report

Treasurer's summary of financial position was provided.

Resolved: Accept the Treasurer's Report.

7. Status Report, Correspondence and Corporate Register

1. Monthly Status Report for January has been circulated by the MA.

Resolved: Note the January Status Report.

2. Correspondence Records.

2.1. On 24 January the MA sent correspondence to owners and Agents seeking information / details on any images suffered to their units.

3. Corporate Register. Changes are maintained by the Secretary who coordinates with the MA held register.

Resolved: Note KGs report of specific activity changes, Welcome letters, contact address changes etc. Note the current Owner/Occupier rate is 35/63 (55%).

Actions:

1. **MA to** followup on questions raised from the Monthly Status Report.
2. **KG** and **MA** to meet to discuss alignment of Corporate Registers.
3. **KG** to distribute the Corporate Register to the ECM.

8. **New Business / Proposals: Contract Variations.**

1. R & M Woodrow cleaning contract

Resolved:

A. The Committee approved a variation in the cleaning contract, effective from 1 January 2020, as shown in red in the agreed work schedule attached, viz:

1. Pressure clean the Fire Stairs: extra $750+gst each half year.
2. Basement clean: extra $210+gst each half year (now $695+gst)
3. Maintenance Allowance for the tractor: $1000=gst yearly; Note third party repairs etc extra.

B. The Committee agreed that the contractor be requested to note concerns as to the quality of work performance and suggest further staff supervision possibly including evidencing task completion with phone photos.

R&M Woodrow UP3259 Work Schedule C11a, ECM116, Feb2020. Last Agreed Rob W, R&M Cleaning, Email 17/10/19. Changes proposed Red.

Common Areas weekly	Stairways and entrances free of litter and cobwebs		
	Clean glass entrance doors		
	Wipe window surrounds and door ledges		
	Vacuum carpeted stairs and walkways		
	Clean inside lifts, doors & door sills on each floor of each building.		
	Wash and mop inside lifts and ground floor tiled lobbies		
Six monthly	Scrub and wash lobby tiled areas, incl in $690+gst	March	September
	Clean lobby entrance glass door surrounds	March	September
Outside areas weekly	Sweep all tiled paths & garage driveway, all fire exit stairs & clear debris from grates.		
	Keep letterbox & intercoms areas dust and cobweb free, picking up junk and litter.		
	Generally maintain common areas to a high standard		
Six monthly	Scrub and wash all tiled areas, incl in $690 + gst	March	September
	Pressure clean fire stairs, was incl $690 + gst.. Now extra charge $750+gst. Note 1	Apr/May	Oct/Nov
Basement weekly	Sweep and tidy garbage bin rooms		
	Clean toilet and washbasin and floor, replenish paper etc.		
	Remove rubbish from basement car park and external exit stairs		
	Remove bins from basement to external bin pickup area and return rwice weekly		
	Ensure safety sign erected near garage entrance when shuttle vehicle operating.		
Monthly	Scrub and disinfect garbage rooms and adjoining areas, clear debris from grates.		
Six monthly	Sweep basement, $480 plus GST. Now $695+gst. Note 2	Jun/May	Dec/Nov
	Check, clean leaves from exhaust fan ducts (was mthly)	March	September
Other, As required	Shuttle vehicle : manage and organise maintenance. Note 3		
	Report any faults damage or maintenance issues		
	Periodically remove cobwebs from outside of buildings, around gutters & downpipes.		
	General sweeping and tidying of basement car park as needed.		
	Unscheduled wastes remove/dispose (Separate Quote+Works Order).		

Note 1: R&M renegotiated cost of outside pressure clean of Fire stairs.

Note 2: Extra mechanical clean needs separate quotation.

Note 3: New tractor: Mtnce Allowance, petrol, bin repairs, transport and tow bins whilst off site etc. $1000+gst pa. Note. 3rd party costs extra.

2. Fire Equipment Services contract

Resolved: The ECM approved a variation of existing contract with P&T Fire Services, division of P&T All Trades to include 6 monthly compliance testing of the Emergency Lighting System at the additional cost of $986pa+gst. The Periodic Maintenance Schedule to include the first six monthly ELS testing before the end of March 2020.

Actions:

1. **MA** to arrange the variation of the existing contract with P&T Fire Services, division of P&T All Trades at quoted price of $986pa +gst.
2. **MA** to seek assurance in writing of acknowledgement of all compliance requirements being met.

9. Work Calendar

ECM 113, 04 November 2019 agreed that a new plan for the current year be developed and agreed with the MA for implementation. On the 7 February 2020 a draft plan was discussed between PP, KG, RH, HS and MA and circulated to the ECM for discussion.

Resolved: The ECM resolved to adopt the draft Workplan as attached below, with all priority actions included to be scheduled for action in the current financial year.

	ECM Work Calendar 2020 DRAFT for Discussion, 2Feb20		
#	Description	Priority Actions 2020 (See mins 107, 109 for achievements 2019)	Resp for action.
1	ECM + Minutes Register.	1. Notice of Meeting. 2. Agenda & Supporting Papers. 3. Minutes Register (incl. Decisions Register w subsets for Approvals). 4. Actions Register/MA followup. 5. Complaints/Offences/Compliance.	Ch, Sec, MA,
2	ECM Special (Budget, EOFY, etc)	N/A	Ch,Sec,Tr,MA
3	AGM + Minutes Register	N/A	Ch, Sec, Tr, MA
4	WALAC (inputs to ECM)	Review engagement model at ECM 116.	ECM.
5	Owners Advisory Panel (OAP)	Continue informally.	Ch, Co-Ch, Sec.
6	GM (as needed)	N/A	
7	Corporate Register	1. Formalise Register of changes. 2. Pro-for a Welcome letters.	Ch, Sec, MA
8	Budgets, Admin & Sinking Fund	1. Sinking Fund studies of major risks 2019. 2. 5yr Review 2021.	ECM, Ch, Tr, MA
9	MA Monthly Building Status Report	1. Alert/ report on non-routine invoices. 2. Report on outstanding Quotes, WOs. (See 14 below). 3. Continue advice re resident changes	MA., Ch, Sec, Tr.
10	Sinking Fund Review/Plan (incl Landscape)	1. Studies on major exposures (a. Roof/ leaks, b. Surface slab sealing, c. Landscape, d. Access & Security, e. Tile & carpet replacement, f. HVAC. g. Painting.	Ch, Sec, Tr (lead), MA + Ctee as available.
11	Contractors Service Providers Register	1. Service Providers Register. 2. Periodic Mtnce Schedule. (and see separate schedule of issues re specific service providers).	Ch, MA.
12	Communications Policy & Processes	1. Communications Register. 2. Shared Computer Files (Strata& Webpage). 3. Review/ update Apartment Manual. 4. Formalise resident comms/ reporting.	ECM, Ch, Sec, MA.
13	Access & Security Systems	1. Integrated Access & Security system incl v/ online access. 2. Update procedures and Manual.	ECM, Tr, Ch, MA
14	Privacy Policy	Discuss with MA	Ch, Te, Sec, MA
15	Risk Mgt Policy	Discuss with MA and see Details in 11.	Ch, Te, Sec, MA
16	WH&S Policy	Discuss appln of MA policy and process.	Ch, Te, Sec, MA
17	Emergency Response Plan(s), incl Fire.	Discuss with MA	Ch, Te, Sec, MA

Actions: Ch, Sec,Tr, MA and ECM groups as required. RH to lead Sinking Fund Review (Item10).

10. Other Business .

10.1 Next Executive Committee Meeting, location etc.

Scheduled for Tuesday 14 April 2020. Location to be advised.

Meeting Closed: 5.15pm

Karen Gassner, Secretary.
11 February 2020.