

**UP3259 Capital Hill Apartments
Executive Committee Meeting No 117
14 April, 2020, at 4.00pm - 6.00 pm.
By teleconference (Zoom) from residence of Chair.**

Minutes

Present:

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. Peter Ford (PF) 115/21,

By Invitation: Kelly McMahon (MA) (left Meeting at 4.35pm)

1. Welcome and Introductions. [Key: Defer 🦠 Discontinue ✗ Pending! ?]

The Chair declared the meeting open at 4.03pm when all attendees joined Zoom screens with audio.. The Chair and MA tabled a late email regarding Owners Contents Insurance.

2. Committee Operations during COVID-19 State of Emergency

The executive committee notes that, during the COVID-19 State of Emergency, both day to day operation and business activities are severely restricted. MA activities equally so. As a general principle we regard the period as one during which normal operational responsibilities are in suspense. Those things that can be approved by non meeting means should continue, if only to discuss proposals, monitor activity, provide approvals etc.

Resolved: The ECM agreed to the Chairman's recommendations in relation to facilitating committee operation during the Covid -19 State of Emergency, as below :

1. ECM reaffirms out of session delegations to Ch, Tr and Sec acting jointly, where possible but any two otherwise, to same quantum as Managing Agent, with mandatory reporting of decisions to next occurring ECM meeting.
2. Agree that current COVID-19 restrictions justifies deferring 🦠 or discontinuing ✗ actions on most pre-existing outstanding or unresolved issues as specified and minuted at or subsequent to this meeting, by reference to the 1) Action Register, 2) Complaints Register, 3) Service Providers Register and 4) Annual Workplan.
3. ECM agrees to conduct meeting by telephone or teleconferencing facility whilst face to face meetings are prohibited. Such meetings to be supported by written papers circulated beforehand. Members may seek adjournment of consideration of a matter to allow more information and or time to consider an item before determination. Normal quorum rules apply.
4. Normal 7 day notice of ECM meetings apply but where shorter notice is given, first resolution should include acceptance of short notice by unanimous resolution.
5. Out of session determinations approvals still require all members' agreement before action, otherwise item must be referred to next occurring ECM meeting.
6. The chairman, or in case of unavailability, the Secretary or Treasurer be formally notified to the Managing agent as the point of contact (cl 6c, Strata Management Agreement). All such contacts be reported to ECM as necessary. Where possible, present arrangements involving direct MA contact with Individual officers re their responsibilities and emailing to all ECM members should continue.

More specifically in relation to trades work during the emergency, the meeting considered the Chair's tabled late resolution on Owners Complaints / Claims against the Owners Corporation, with comments from Managing Agent, Kelly McMahon. The meeting noted that a large number of matters are pending (Complaints register more than 10; Service Providers register more than 5). The chair and MA had discussed and agreed that some trades matters can proceed but the insurance related matters are more complex and will need close liaison due to inevitable delays.

Resolved:

1. Reaffirm earlier decision that any claims against the Owners Corporation (OC) be referred for Management Agent (**MA**) formal advice before decisions. This includes Specific advice for OC to carry costs rather than lodge insurance claim.
2. Where insurance claims arise or are lodged, **MA** should advise EC and report on progress, closure etc.
3. Any investigation costs authorised under delegation, or residual damages, should be fully reported and expenditure approved and minuted (Executive Committee (EC)).
4. All insurance claims for damage to owners apartment assets must be reported (to EC) whether or not claimant has paid excess.
5. During the current COVID-19 State of Emergency, status quo processes will operate on a best efforts basis, with **MA** liaising with EC via Chairman on individual cases as required.
6. The committee (EC) intends to review these matters thereafter with MA and Insurance Broker, reporting as appropriate to UP3259 owners, via General Meeting.

3. Minutes of the previous meeting:

Resolved: Minutes of ECM 116, 10 February 2020 be approved as circulated.

4. Managing Agent Advice and questions:

- Coronavirus impacts, correspondence:
 - Bright & Duggan (B&D) Advice to owners (27Mar)
 - UP3259 letter to B&D (31 Mar)
 - B&D response
- ACT new Legislation
- Issues from other items (brief mention/ on notice)

Resolved:

1. Note specific B&D and MA written advice(s) above.
2. Defer advice on ACT new legislation 🌿.
3. Noted all question(s) agreed for deferral 🌿
4. Noted any continuing matters requiring action would be mentioned / on notice for follow-up with MA after meeting, in writing.

Part 1 of meeting adjourned 4.35pm; Chair thanked MA for attendance. **MA** offered to re-connect again if required.

Part 2 of Meeting re-convened 5.03pm, when all EC attendees had joined the Zoom screens with audio.

5. Works and Landscape Advisory Committee – Hibernation. 🌿

Resolved: Leave WALAC in “Hibernation” 🌿 during COVID-19 crisis. **Action:** PP Advise members of decision in writing.

6. Matters Arising & Outstanding:

1. Action Register:

Current Status, actions taken and proposed for all new and pending matters were presented (in Table form) for discussion and **MA** advice. Due to split nature of Meeting, matters were dealt with in other sections of the meeting, and recorded separately.

The Table and other Registers tabled at this meeting will be updated after the meeting to allow for changes recorded elsewhere in these Minutes (including in Complaints, Service Providers And Works Calendar).

7. Approvals under Delegation or Out-of-Session (OoS)

Resolved: Note the following Out-of-Session approvals:

1. Approvals:

1. Recd 28/3. 14/19: MA issued form to applicant. Pending.

2. Approvals other:

- a. Awning : 22/21. MA sent Approval letter. Ch discussed overshadowing & colour 8Apr.
- b. Doorbell: 111/19. Sec assisting with Appln. Pending.

3. Communications with Owners & Residents:

- a. Lift Notice and Letter re COVID-19. Approved OoS.
- b. Letter to CityStrata / Bright & Duggan. Approved OoS.

4. Works:

- a. Major items: Nil
- b. Minor items: various referred to in the Complaints or Service Providers registers.
- c. R& M cleaning: \$548.35 incl gst against WO11624 (\$400). **Action. MA** Followup.

8. Treasurers Report incl Status Reports.

Treasurer's summary of financial position was provided.

Resolved:

1. Accept the Treasurer's Report and Note the February & March Status Reports,

2. Agree the following actions:

1. **RH** to rollover the term deposit for a further 12 Months.
2. **EC** review the budget for remainder of year.
3. **PF** and **RH** to investigate a Debt Collection policy , after advice from **MA** on current process.
4. **MA** to followup on questions raised from the Monthly Status Report.
5. Defer 🌿 discussion on MA response on payments made to High-rise.

9. 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 205/19:** Insurance settlement outstanding? Action: **MA** advise.

2. **Balcony Garden Box:** Defer arranging a meeting with Owners. 🌿

5. **Website Privacy etc:** Defer 🌿 but specify all changes

8. **Action: Chair** to collate and follow up progress with **MA**.

8a. **Action: Chair** to collate and follow up progress with **MA**.

18. **Action: Chair** to collate and follow up progress with **MA**.

25. **Action: Chair** to collate and follow up progress with **MA**.

28. **Action: Chair** to collate and follow up progress with **MA**.

30. **Action: Chair** to collate and follow up progress with **MA**.

31. **Action: Chair** to collate and follow up progress with **MA**.

33. **Action: Chair** to collate and follow up progress with **MA**.

10. Service Providers Register including Quotes & New Proposals.

Note 1: Strata Management:

- a. Defer Monthly Status Report inclusions re abnormal etc 🌿.
- b. Proposal we pay \$15/mth for a/hrs referral to Contracted Plumber.

Resolved: Accept for 🌱 period only. Then renegotiate previously agreed service re our contractors. **Action:** **MA** to implement.

Note 2. QIA re Sinking Fund: Defer 🌱 .

Note 2A. See 8-33 above and 3 and 3a below. Action: **PP** collate and liaise with **MA**.

CHU Insurance / Citystrata

Discussed claims status re 1) Hailstorm damage, 2) ongoing water damage to apartments (several), 3) accounting treatment of preliminary/ investigation expense, 4) Formalise Water leakage investigations (ASD/6Star re a) Ground Level DWOs, b) Basement Beam investigation and c) Rear Bld 21 leakage.

- Actions:** 1. **PP** collate and liaise with **MA**.
2. **PP, RH and KG** to review, collate and follow-up progress with **MA**.

3a: Remedial Building Services:

Resolved: **MA** to expedite slab seal warranty matter.

5c: Emergency Lighting:

- Resolution:** 1. Note completion of first compliance audit.
2. Authorise replacement WO on basis of lowest quote (P&T (\$4200+gst) Wayne Taylor (pending).
3. **EC** process authorisation out of session.

9: HVAC Seda:

Resolved:

- Note commissioning of CO Monitors
- Note undertaking to again expedite \$488 refund.
- Authorise Contract variation, backdated to 1/4/2020:from year 1=\$960+gst; year 2=\$3210+gst; year 3=\$3210+gst. Other conditions including callouts etc are as per previous schedule.
- Endorse preferred supplier status for annual Air conditioning service to owners apartments @\$200+gst.

12: General Maintenance:

We have several quotes from several handymen re outstanding matters unprocessed:

Remediation Of Garbage room floors, and rear exit stairs.

Outstanding Door seals garbage room doors

Waterproof Cage 31/23.

Painting entrance areas and foyers, Cabinets in Melbourne Ave.

Resolved: **PP** collate and **EC** review out of session re proceeding **!?** with selected projects.

- Actions:** 1. **PP** to circulate quotes to ECM, then refer **MA** for extra quotes for those chosen.
2. **RH, PP** and **KG** to inspect outside fencing, outdoor doors in Melbourne Avenue.

Note 13b: Security System

Resolved:


- Note successful connection of internet connection.
- Defer SolarHub hardwire connection etc 🌱
- Note Online CCTV in place. **RH/Blitz** to complete process controls for ECM approval.

Action: **RH** to report on quotes for foyer lighting.


11c: Carpet Cleaning:

Resolved: **MA** expedite half yearly clean by Stainbusters.(due March).


18: Gardening etc:


Resolved: Defer Sinking Fund study .

23: Website :

Resolved: Defer  meeting but accept that meanwhile we must literally specify everything for WO inclusions.

10. Annual Workplan.

Resolved: Defer  all planning actions under this heading, noting that some components are referenced for continuation in Service Providers Register above. These include:

- a. Sinking Fund studies (8 &10) water leak remediation, etc.
- b. Communications Policy (12) 
- c. Access systems (13) procedures and manual.

11. Other Business.

Next Executive Committee Meeting, location etc.

Scheduled for Monday 01 June 2020 at 4.00pm. Location to be advised.

Meeting Closed: 6.00pm

Karen Gassner, Secretary.
19 April 2020.