

**UP3259 Capital Hill Apartments
Executive Committee Meeting No 118
15 June, 2020, from 4.00pm - 6.00 pm.
By teleconference (Zoom) from residence of Chair.**

Minutes

Executive Committee: Paul Perkins (PP) 30/23, Chair, Richard Heaney (RH) 28/23, Treasurer, Karen Gassner (KG) 12/19, Secretary, Horace Saducas (HS) 118/23. Peter Ford (PF) 115/21 (Via Zoom).

Apology: Gaye McDermott (GM) 203/17

1. Welcome and Introductions.

The Chair declared the meeting open at 4.10pm. Gaye McDermott unavailable due to Zoom connection difficulties.

2. Minutes of the previous meeting.

Resolved: Minutes of ECM 117, 14 April 20, be approved as circulated.

3. Matters Arising:

a) Claims against OC and City Strata responses

Resolved:

- 1) Considered the sequential documents previously circulated "**Claims against the OC: Correspondence with MA since ECM117**" (PP, 12 June 20), agreed that chair seek special executive meeting with MA to progress the schedule of issues and questions considered significant,
- 2) Minute the schedule of "items specified that need addressing" for referral to MA with alternate dates for meeting before end of June; agreeing to sign off on the schedule out of session.

Actions: PP to compile a list of items that will need addressing and distribute to EC Members for their input. Agreed "Agenda of items.." attached to these minutes.

b) COVID Catch up Jobs and Quotes

Resolved: Note work done by RH, KG, PP to expedite quotes and works delayed by COVID crisis and commend extra efforts of executive members.

c) Post COVID contract renegotiation, Property Manager etc

Resolved: Authorise formal discussion with City Strata re negotiating key points and accountabilities in the existing Management Agreement, including options for improved property management outcomes in sufficient time to allow recommendations for specific changes to AGM in October,

d) COVID Deferrals  and other advices outstanding

Resolution: Note COVID deferrals and MA advices deferred to next meeting agenda.

4. Treasurers Report and Budget Review

Treasurer's summary of financial position was provided.

Resolved 1: That this report be accepted by the committee

Resolved 2: EC Members agreed to communicating to Owners that due to unforeseen events Sinking Fund expenditure has been above the approved budget.

Resolved 3: That Treasurers projected levy increases be accepted for development of the budget submission for the 2020-21 AGM, noting that the Executive Committee will have the opportunity to review before finalisation.

Resolved 4: That the proposed security system documentation be accepted as fair representation of the security system at Capital Hill Apartments.

Resolved 5: RH to report to next ECM on recommended resolutions and delegations to better reflect the new outsourced systems.

Resolved 6: Note the April and May Monthly Status Reports.

5. Projects and Contracts

a) Approvals under Delegation or Out-of-Session (OoS)

1) Pet Approvals

- a. 7/17: Dog. Approved O-O-S.
- b. 14/19 Dog. Approved O-O-S

2) Approvals other:

- a. Two swipes and buttons for RH, PP for Service people access.
- b. Door Keyhole: 14/19. Sec assisting with Appln. **Pending**

3) Communications with Owners & Resident:

- a. Lift Notices: Covid -19, Recycling, Evo Energy Outage (2), Tailgating, Lift problem, Carpet Cleaning, Garbage Bins missing collection, Damaged foyer door.
- b. Letters to WALAC members (individual x4)

4) Works

a. Major items approved:

- i. ELS replacements, Wayne Taylor \$3866.50
- ii. ASD: water seal investigation & plan digitising, \$2552.
- iii. ASD : Building Drawings, retention & Dropbox. \$1000pa.
- iv. ASD: Splintered Beam investigation & emergency repairs (+ 6 Star Plumbing + Full Circle Contracting), \$ do & charge.
- v. Full Circle Contracting: Cage 31/23 waterproofing, \$3795+gst.

b. **Minor items:** Various minor jobs referred via MA WOs not listed separately.

c. **R & M contract:** Continue sanitising indefinitely offset by 2 weekly fire stairs cleaning

d. Quotes:

- i. CCTV in Foyers, Blitz. RH report next meeting. \$6055 incl gst.
- ii. Painting various: RH, KG PP report OOS.
- iii. SEDA air conditioning Comms Room. RH report OOS.
- iv. Ross Taylor, Water seal advice. PP report OOS.

e. Complaints Register (new only):

- i. Some 19 items scheduled and actioned including a) referral to MA for insurance advice (X5), b) authorising investigation / report by 6 Star plumbing & others (x6), c) 2 actioned elsewhere in these minutes.
- ii. Theft of residents property, CCTV investigation, Police report.
- iii. Planned electricity outage knock-on effects including, TV aerial, Hot Water outage , Lifts and garage doors.
- iv. 2 pet complaints and 1 illegal dumping matter

Resolved:

- 1) That approvals itemised above be noted individually in the minutes.
- 2) **PP** submit Service Contractors register and significant activities to next meeting.
- 3) **MA** to send Full Circle Contracting a letter of commendation for the work completed on Cage31/23.

6. Sinking Funds Studies Deferrals

Treasurers report referenced projected significant interim increase given uncertainty and overspend. Last AGM was advised of our studies into major risk areas with intent to commission five year review in time for 2020/21 AGM (October, 2021). COVID  has caused deferral of all but Water seal problem areas. The water studies are delayed but are likely to reveal large costs. KG, RH PP have looked at Condition monitoring re general Mtnce, fences, eaves and awnings etc but more urgent effort will be needed in coming months, unless we opt to leave it to QIA inputs?

Resolved: EC Members agreed to set aside a Work Day in July to discuss options for meeting commitments re Sinking Fund studies and progressing Condition Monitoring.

Actions: **HS,RH** to work on the Sinking Fund spreadsheet prior to the work meeting.

7. Succession Planning

Given the challenges and delays in our agreed governance and system changes, (COVID delays, workloads and stresses impacting both level and quality of outcomes, as well as Committee-Strata manager task relationships and accountabilities), committee discussed setting aside time to seriously consider succession planning. Such discussion to include 1) skills and experience required, 2) number of members, 3) work burden on volunteers and 4) outcome quality.

Resolved: Agreed to progress options at informal Work Day in July, date to be agreed later.

8. Any Other Business

a) Moving Furniture in and out Proposal

Members considered a detailed proposal (**PF**) to develop a list of preferred removalists for the information of owners and occupiers to assist them in meeting their obligations under the Rules.

Resolved: ECM agreed in principle develop a Preferred Removalists List and referred this for advice from **MA** before implementation.

b). Damages in Bld 21 during Moving out and moving in.

WO to Gauntlet Engineering also refers re door. Quote for foyer walls and ceiling fixes outstanding. Action re dumping of carpet and possible charge for door fix require decision.

Resolved: Note advice and authorised completion of actions by **PP, RH, KG** on best efforts basis.

c). Complaint 13 Remediation of flooding water tray on basement Beam

Progress has been made with Remedial Services re rectification under warranty and on Advise of Mal Wilson I have flagged need for X-ray before cutting beam because of presence of tensioning rods.

Resolved: Note Remedial has agreed to re seal beam water tray but Improved drainage by and via 30mm channel thru slab is still under negotiation due to need for X-ray. **Action PP.**

d). Next Meeting

Resolved: Next scheduled executive meeting at 4-6pm on Monday 3 August, location tba.

Paul J Perkins, Chair, Karen Gassner Secretary. 17 June 2020.

Note: Attachment referred to in 3.a)2) above included here:

Attachment to Minutes of ECM118: Agenda of items that need addressing.

(finalised out of session by all members.)

Claims against OC questions

(see attached “ Claims against the OC: correspondence...”,PP, 12June20)

CR1. What do crossouts mean? Why has there been no insurance payment? Please advise.

CR6. Now Completed. Confirm no insurance cover/claim? Please advise.

CR8. Refer MA/PP emails 17/6/20. Agree facts and advise re insurance cover, letter to owner etc.

CR8a. Engineering support Mal W/ ASD: PP unanswered response to KMcM 25/5 refers. Agree facts and agree future process(es).

CR13. Warranty claim Remedial. PP emails 7/5 & 17/6 refer. MA to assist expedite completion.

CR18. Floor 105/17: Please explain to us what total net costs were met by both CHU and UP3259. Please provide formal advice re recommended process in future such cases. *(+ see G1.Insurance claims processing below).

CR25. Hailstorm Damage 20/1/20: (unanswered Note 2 refers). (KMcM 12/6 refers). Note also KMcM, 28/5 response was “Please specify specifically which claims”.

Q1: Can we obtain written specific advice as to 1) content and 2) approval status of any extant claim(s) you have made on our behalf re the Hailstorm event, or that appointed assessors have included in their inspections. We have no written information as to inclusions, damage claims by residents, etc. Nor have we any indication of any “admission” of any claims by our insurer CHU. Indeed, the latest (Demi M 10/6) communication, whilst on the face of it reassuring, indicates both uncertainty & more delay.

Q2: Can you provide a copy of the “scope of works” (Demi M, 10/6) which we have not seen and which may shed light on this extraordinary situation.

Q3. Please provide written details of logical and business relationships between City Strata and our Managing Agent with the of people/ organisations you’ve alerted us to re involvement in this “claim” so far (see KMcM,17/6)?

Q4: Please advise us as our Managing Agent on specific content for a progress communication to our owners re this matter.

CR28 & CR30: PP unanswered email to KMcM 25/5. Agree facts and future process(es).

CR36 & CR37: KMcM/PP emails & ECM#117Minutes 14/4 refer. Agree facts and agree future processes.**Note advice in KMcM email 14/4:

Building insurance does not cover carpet regardless of the cause.

Is there a precedent on carpet at UP3259 when it relates to the faulty toilets? For example did the toilet company or OC pay for the carpet, or the contents insurance excess? If, so the precedent should be followed. If, no, the current EC can set the precedent.

CR38 & CR41: Briefings sent separately. CR40,CR50,CR53& CR56: All pending Insurer/ MA advice.

CR40,CR50,CR53 & CR56: All pending Insurer / MA advice.

General questions:

G1. Insurance “claims” processing: Advise us on any process changes to implement our resolutions ((ECM#117, 14/4/20) referred at end of Vers2. See also Sch A – Agreed Services of Mgt Contract.)

The executive committee:¶

1. →reaffirms earlier decision that any claims against the owners corporation be referred for Management Agent 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, Management Agent 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.¶
4. →All insurance claims for damage to owners apartment assets must be reported 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 intends to review these matters thereafter with MA and Insurance Broker, reporting as appropriate to UP3259 owners, via General meeting.¶

G2. CHU schedule of Insurance Claims (KMCM, 13/3 refers): Discuss and advise re any coverage re Common property as against apartment owners claims against our insurance for their “damages”. Such advice to include options for future coverage and including boxed note above (KMCM, 14/4), reported “discretionary settlements” etc. Referral to insurer or at least broker may be appropriate.

G3. Requests for Quotes for Policy coverage and quotes for coming year should include any of our inputs after G2 above. Also suggest ask for option of premium payment in two half yearly tranches.

G4. Renegotiation of Management contract to cover a range of matters including:

- 1) Options and costs of engagement of a building manager
- 2) Improved shared portal facility or similar for contract and works Mgt including condition monitoring, and compliance reporting, OC documentation including communications
- 3) Improved accountability in Monthly Status Reports with all abnormal disbursements highlighted for review
- 4) Specific agreement on works and invoice approvals, dispute handling and disbursements including Executive approval processes (Phillip C, 31/3/20).
- 5) Alternative after hours referral arrangements: e.g. monthly payment for auto plumbing referrals, Christmas holiday shutdown referrals.Attacht ends.