

**UP3259 Capital Hill Apartments
Executive Committee Meeting No 119
3 August 2020, from 4.00pm.
Venue: 30/23 State Circle, Forrest,
(with 2 attending via telephone).**

MINUTES

Attendance:

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 (via telephone).

Managing Agent: Kelly McMahon, by teleconference.

The meeting commenced with all present at 4.03pm.

1. Minutes:

Resolution: Minutes of ECM 118 of 15June20 be approved as circulated.

2. Matters Arising from the Minutes

a) Claims against Owners Corporation

Issues from Meeting 9/7 with MA, and Updated Complaints Register (30/7/20) were discussed and following noted for minuting:

CR1. 205/19. MA to follow up outstanding payment from CHU Insurance

CR8. 15/19: MA to email owner re completion of work.

CR8a/13: Noted proposal from RossTaylor & Associates re water seal investigations and advice. To be considered by Exec Ctee out of session, then actioned with MA.

CR13: Beam tray. MA to assist expedite with Remediation Pty Ltd

CR18: Claim Complete. MA to advise re better explanation of processing " Claims against OC" for inclusion in Apartments Manual, after discussion with Insurance Broker.

CR25: (includes CR28/30/38/58/60) Hailstorm Claims: Noted chair's advice re progress; met Justin Thomas/Advanced Buildings. Weekly reports. Solar panels removed for testing. Awaiting advice from CHU. MA to confirm relationships with parties.

CR36: 102/17. MA to follow up broker advice.

CR37: 11/19. Claim deemed to have Lapsed.

CR40: 3/17: Await MA advice.

CR41: 209/23: Await MA quotes re finishing concrete seal.

CR44: 116/21: Await quotes to putty/ paint foyer (PP, RH, KG).

CR45: Bld19: Garden asbestos?: KG, PP, MA to follow up.

CR47: Fire Cabinets: Awaiting P& T quote.

CR48: Fences painting: ☐ deferred to Sinking Fund review.

CR49: Repaint GR floors. Await quotes (RH)

CR50: 108/19: Noted Owners lodged IC via MA, 31/7/20 (\$500 excess).

CR52: 116/21: MA to write re "visitor parking".

CR53:110/19: Await advice on Owners claim via MA (\$500 excess)

CR56: 121/23: Await MA advice (see MA letter & PP email 27/7).
CR57: Meter Reading Problems. Awaiting meeting ActewAGL et al (PP).
CR59: 112/21 Balcony window. Awaiting owner/agent response to MA advice.
CR60: 23/21. (In CR25). MA to provide info re previously unreported claim.
CR61: 14/19. MA /KG letter requesting removal of unauthorised Key safe on garden box.

b) **Other:** Moving Furniture in & out: ECM118, 15/6/20, 8(a). Await MA advice.

c) COVID Deferrals ☒ including Works Calendar Reviews

As agreed at ECM 117 & 118, in an attempt to catch up on outstanding jobs and quotes, a schedule was prepared (PP, V1, 5 May20). We3 have met several times to review & action. Some progress has been made with Sinking Fund analysis completed and extra effort required contacting trades, providing access for inspection, quotes and work supervision. Significant ones are shown separately (see a) above and various below) but 1) Work Calendar planning reviews, 2) general condition monitoring and 3) routine maintenance are still deferred. They must remain so whilst COVID ☒ emergency continues and Hailstorm and insurance matters dominate.

Resolution: Note continuing work delays due to COVID ☒ crisis and commend extra efforts required of executive members during this period.

d) Contract renegotiation, property mgt, Data Mgt App, Claims processing, etc

Resolutions:

1. Noted Branch Mgr of City Strata, agreement to meet to discuss management agreement renewal matters from 9/7 meeting including Contract content, accountabilities etc, Property Manager options, and Building Link Software App.
2. Noted advice that has also confirmed that the several insurance matters be best pursued with Insurance broker Chris Cloughessy . PP to arrange meeting re Payment options for Annual insurance premium in 6 mthly tranches, Documentation advice re “processing claims against Corporation”, and Generally, re specific claims awaiting advice.
3. Authorise formal discussions with City Strata and insurance broker with report back of outcomes / options in sufficient time to allow executive committee consideration recommendations for specific changes to AGM.

3. Treasurers Monthly Report and Budget Review

The Treasurers circulated reports, were discussed in some detail.

Resolved:

3.1 Note the Sinking Fund overspending & progress with Preliminary Review.

3.1.1 RH & MA discuss budget and AGM advice re intent finalise 5year review for 20/21 AGM.

3.2 Accept financial summary report covering June & July Status reports, noting

3.2.1 Schindler meeting to explain extra charges on Lift contract

3.2.2 high Levies outstanding will require urgent contact with owners responsible.

3.3 Outsourced Comms & Security System:

3.3.1 Confirm outsourcing of Day to day management of the access, security and CCTV systems to Blitz, subject to following,

3.3.2 One committee person plus the chair, be the primary contact persons dealing with Blitz,

3.3.3 Blitz will undertake video downloads, particularly with respect to crimes of theft or vandalism as set out by the executive committee.

- 3.3.4 The EC will direct Blitz to grant access to the NX Witness cloud-based CCTV system to one person on the committee, plus the EC chair. This will allow the executive committee to make initial inquiries into theft or vandalism, etc., prior to referring the matter to Blitz for a more complete reporting.
- 3.3.5 That swipes and remotes continue to be purchased by the MA from JH Security Solutions and sold to owners, tenants and managers as is presently the situation.
- 3.3.6 Swipes and remotes are activated or deactivated by the MA via emailed request to Blitz.
- 3.3.7 Treasurer be authorised to dispose of two obsolete computers remaining in the COMMS room including reimbursement of any disposal costs.
- 3.3.8 Note replacement of the six faulty cameras.
- 3.3.9 Note authorisation of replacement of the UPS batteries.
- 3.3.10 CCTV cameras to cover building foyers (\$6055 incl.gst) be deferred to next financial year.
- 3.3.11 Treasurer be authorised to finalise Aircon purchase for the Comms room, up to \$4189.90 incl. gst, subject to Seda advice re optional 2kw unit and cost impact on the 6 monthly service contract currently in place.

4. Projects & Operational Approvals

Various items approved out of session were reviewed along with new items for approval.

The Updated Service Providers Register (30/7/20) was noted as circulated.

Resolved:

1) Pet Approvals

- a. Dog, 28/23, **Approved o-o-s.** (RH declared interest).

2) Approvals other:

- a. Door Keyholder: 14/19. Sec assisting with Appln. **Pending**
- b. GPO in storage cage, 204/19: **Approved with conditions in MA advice email of 31July. MA to advise EC of contractors report.**

3) Works

- a. **Major items approved – nil.**
- b. **Minor items: Approved o-o-s.** + See **Complaints or Providers registers** , including:

SR2a: Taylor & Assoc: Peer review inspection water seal issues, \$2620+gst.

SR3a: Remedial BS. Slab water tray seal remediation **pending**.

SR4: Schindler Lifts: Billing query **outstanding**. See Tr report.

SR6: 6 Star Plumbing:

- HWS Blds21/23 Recalibrate, etc, do & charge. (\$1055 incl gst)
- 206/21: Investigate leak, Do & charge.

SR8: WayneT Electrical:

- Cat eyes lights. trial new product: do & Charge.
- Led Strip lights. Trial new product Bld 17, do & charge.

SR9: Seda. HVAC. Redo 6 mthly inspection now door fixed. **Offset o/s credit?**

SR11a. R&M Cleaning: Revisit confirm sanitising variation of contract. Cost offset.

SR11b: Sita. Garbage pickup missed. Discussed processes driver training etc.

SR12a: Full Circle:

- **MA to write** re excellent work on cage (ECM118)
- **Await quote** re garbage room door seals.

SR12c: Harry V. Replace/repaint skirtings, Bld 19, do & charge.

SR13: Blitz: Replace cameras, \$1260; Replace swipe reader, do & charge; Replace UPS, do & charge. (See Tr report).

SR14: Intune Fermax. Keypad complaint...**discuss action.**

SR15: Harold's Windows. **Discuss no clean solars August.**

SR16: ActewAGL.

- Awaiting meeting re meter reading. (See CR57)
- (Late item): Origin Energy contract proposal. MA to provide detail of offer and accounts for review (**PP, HS**)

SR22: Class Locksmiths.

- New mechanism for vent room Bld 21, do & charge.
- Replacement masterkey for garbage rooms, do & charge.

SR23: Technowand: (Late item): Agreed that whilst Covid deferred it still requires priority action. Approved website Domain renewal (due 5 /9/20) and Technowand assistance renewal (due 30/6/20). **Action: MA , KG to action when practical.**

5. Other Proposals:

- Air conditioning Comms Room \$4190 (see Tr's report).
- CCTV cameras in building foyers \$6055 (see Tr's report).

5. Annual General Meeting Planning

Members discussed earlier MA advice re Covid impacts on meetings including AGM, and notes by PF. Recent emergency extensions in other jurisdictions cause concern at continuing legislative delays in ACT.

Resolved: MA to provide formal written updated Advice regarding AGM

6. Communications

The committee discussed KG's reports and noted:

- Lift Notices: Covid-19, Water Interruption, Oil leaks, Rubbish Bin collection delay.
- Welcome letters (tenants): Varios.
- Corporate Register: Updated June & July, circulated to members.

7. Other Business

a) Blitz: RH to contact re "#2" on Fermax keypad at garage door.

b) Condition Monitoring Program: Whilst Covid-19 delayed, agreed to discuss options for Condition Monitoring & ongoing Maintenance program with MA.

c) Next Meeting

Resolution: Next scheduled executive meeting be scheduled for 4-6pm on Monday (**date and location to be agreed**).

Meeting ended: 5.05pm.

Paul J Perkins, Chair, Karen Gassner Secretary. 11August 2020.