

**UP3259, Capital Hill Apartments**  
**Executive Committee Meeting No.120**  
**2-4pm, Tuesday 15 September 2020**  
**Minutes**

Teleconference from chairs residence, 30/23 State Circle Forrest  
Executive members in attendance . City Strata attendance by phone.

**Executive Committee members:** Paul Perkins (PP) 30/23, Chair, Richard Heaney (RH) 28/23, Treasurer, Karen Gassner (KG) 12/19, Secretary, Gaye McDermott (GM) 203/17 and Peter Ford (PF) 115/21,

**Apology:** Horace Saducas (HS) 118/23.

**City Strata (First Hour):** Manager, Rhonda Yates, Kelly McMahon, Managing Agent.  
Arthur Machado, Strata Manager.

The chair opened meeting with confirmation of all invitees present at 2.02pm.  
In introducing the Agenda the chair noted that the draft documents from MA would be the focus of the meeting to cover Budget and AGM and matters arising. After departure, Meeting will continue to deliberate on MA advice and deal with other business.

**1. City Strata Advice re AGM:** The schedule below agreed between RH, KG, RY & MM discussed. KM has booked the venue organising Eastlakes Football Club for the AGM with adequate COVID spacing, with microphone provided.

1. AGM **29 October**
2. AGM papers to be sent to all owners **8 October**
3. EC to have final papers, including the Chairperson and Treasurer Reports to City Strata (Kelly) **1 October**
4. Pre AGM with EC **15 September**
5. Meeting room for AGM booked **15 September** – Kelly arranging.
6. Pre AGM with Karen & Richard **8 August** – completed.
7. Kelly send DRAFT AGM Papers to EC **4 August** – completed.

**Resolution:** Agreed to hold AGM at Eastlakes Football Club at 6pm on 29 October, 2020, with permeating deadlines agreed as proposed. **Action:** PP, MA, RH, KG.

**2. Minutes of last meeting.**

**Resolution:** Minutes of ECM 119 of 03 August 2020 be approved as circulated. **Action:** website etc, KM.

**2.1. Matters Arising:**

**1. Resolved: Agreed** to hold a special Executive Meeting to finalise approval of papers and Notices for AGM to meet City Strata deadline of 1 October.

**2. Matters for inclusion in AGM Agenda and papers:**

**A. Claims against OC , Insurance claims / process Document.**

**1. Agreed that the** very large increases in both insurance premium and excesses required agreement on an explanation to be included in Explanatory Notes sent out with the Agenda for the AGM, as well as in our members webpage.

**2. KM** to schedule a meeting at City Strata premises with PP and RH to draft insurance process document. Case studies of recent claims against the OC / insurance claims will be used for Chris

Cloughessy review. **KM** will prepare second draft email before the meeting.

**b. Hailstorm Insurance Claim.**

PP currently awaiting on advice of the outcomes of a meeting between CHU, Alliance Buildings and the Insurance Broker regarding the impact of what is not covered under the hailstorm insurance claim given the very large repair estimates.

**Resolved:** Note the expected receipt of insurance cover advice by 17 September 2020. Then ECM determination and sign-off required.

**c. Post COVID Contract renegotiation.**

PP reported on new contract discussions with City Strata and advice that decision on renewal will not take place until 2021. PP stated if there were any tasks currently not being actioned which we require in City Strata's new agreement then these should be proposed for Schedule C inclusion. RY confirmed City Strata is currently not charging for additional services but if this was to change the EC would be notified.

**d. Property Mgt, Caretaker options.**

PP thanked MA for their submitted report

**Resolved:** EC agreed to consider at a later date.

**e. MA Advice on New Legislation, effective 1 November 2020.**

PP stated that the EC is currently awaiting advice from the MA and may need to engage the services of a Lawyer.

RY stated that City Strata are working on a second update.

**Resolved:** **KM** to forward both updates for EC. Consideration before AGM.

**f. Data Mgt App/ Technowand proposal.**

The EC noted the work of RY, KM and Technowand in relation to designing a data Management app for EC use. Currently the EC is not in position to consider this. City Strata and Technowand input was helpful and had been discussed with Technowand.

**Resolved:** **Defer** consideration of the Data Management App proposal.

**3. RH Treasurer's Monthly report & Budget review incl. Sinking Fund.**

The Treasurer's circulated reports on both the August Status report and his draft budget were discussed in some detail.

- a) RH and KM are currently working through the budget with some minor classifications and adjustments to the budget in the areas of insurance, pumps, consulting and insurance claims. RH and KM to continue working on this.
- b) RH discussed the benefits and of moving the Insurance from a yearly premium to a six monthly premium.
- c) Discussion on the proposal of offering owners the options of quarterly, six monthly and yearly payment of levies. RH to work on impact to the cash flow if yearly payments offered a marginal discount and report to special ECM.
- d) Discussion on findings of the comparisons between ActewAGL and Origin in

relation to the Bright & Duggan proposal submitted by City Strata.

**Resolved:**

1. Accept the bright & Duggan Electricity offer subject to agreement on contractual arrangements and process arrangements as soon as possible.
2. EC agreed to leave the draft budget estimate for 20/21 to provide for increased costs accrued whilst Solar Panels are removed during roof replacement if not covered by insurance.
3. The Treasurers report including draft budget be accepted.
4. Defer decision on Levy payment options till RH report to special ECM.
4. Note that the air conditioner For the Comms room has been installed.

**4. KG Communications**

**Resolved:** Deferred to next meeting

**5. Determine AGM Agenda, inclusions, communications etc.( see 1 above).**

PP raised the importance of explanatory notes in the Agenda to cover the changes to Insurance, excesses, levies, payment of levies, deductibles and processes. Agreed to have the wording to City Strata before the 01 October.

**Resolved:** Special meeting for EC to approve the explanatory notes, Chairman and Treasurers Reports and include resolutions re Levies and amended payment arrangements before 1 October.

**6. Projects & Contracts**

**a. Approved Out-of - Session**

**b. New Proposals**

**Resolved:** Defer to next meeting.

**Meeting with City Strata representatives closed at 2.47pm.**

**7. Any Other Business.**

**a.** Committee discussed the need to gain general advice in relation to the changes in legislation, the implications for Body Corporates, advice on significant insurance issues and the prospects of claims arising from water leakage investigations.

**b.** PP proposed that the special meeting discuss Machinery Insurance offer and Solar panels additional electricity cost coverage under consequential loss provisions.

**c.** Discussion on the misuse of car parking spaces being used for storing items.

**Resolved:**

**1.** Executive Committee to seek general advice given significance of legislative changes and current insurance matters.

**2.** PF to circulate the ACT Government statement on legislative changes.

**3.** KG to provide a Lift Notice to address the misuse of car spaces.

**Meeting ended: 3.40pm**

**PJP, Chair. K Gassner, Secretary, 20 Sept 20.**