

UP3259, Capital Hill Apartments
Executive Committee (Special) Meeting No.121
4-5.30pm, Monday 28 September 2020

Minutes

chairs residence, 30/23 State Circle Forrest.

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

Apologies: Gaye McDermott (GM) 203/17, Kelly McMahon, Managing Agent.

The chair opened the special meeting with confirmation of all invitees present at 4.04pm. In introducing the Agenda the chair noted the meeting was necessary to finalise matters for the AGM papers arising from ECM#120, 15 September, by deadline agreed. The Agenda is limited; routine matters deferred till next occurring meeting or to be handled by out-of-session protocols. Short notice agreed by all Committee Members.

Addendum to Notice of Meeting sent out at 3pm to EC members, tabled.

Resolution: Meeting agreed to address these issues at end of meeting

1. Minutes of last meeting.

Resolution: Minutes of ECM 120 of 15 September 2020 be approved as circulated

2. Matters Arising:

a. Claims against OC, Insurance claims / process Document.

The EC reviewed the late report (PP, 28Sept20).

Resolved: To note the report, and agree to insert the following in the explanatory notes to AGM Agenda 8 Insurance:

“ The Executive Committee is working closely with our Managing Agent and Insurance Broker to refine processes for management of claims against the owners corporation, given new and pending legislative changes and extra-ordinary increases in policy deductibles.”

b. Hailstorm Insurance Claim.

Resolved: Await outcome of loss adjustment review and then call special executive committee meeting (short notice) to discuss relevant issues.

c. Bright & Duggan Communication: New Emergency Response Service.

Resolved: Note the MA advice and confirmation that current contracted service providers including 6 Star Plumbing will be used in after hours Emergency service.

d. New Legislation: MA advice and Legal advice.

Resolved:

1. Note assistance and further wait for advice from MA and ACT Government on consequential amendments.

2. Note that Chris Kerin of Kerin Benson Lawyers has agreed to provide ongoing general legal advice as required. Agreed that **RH** process initial consultation payment.

e. Draft Papers for AGM updated after consultation:

Resolved: Add a new line under "Venue":

" Meeting Room meets Covid "social distancing" requirements. Microphone assistance also available."

1. Proxy and Absentee Voting forms:

Resolved: Approve the Proxy Voting Form provided

2. Review Minutes of 2019 AGM:

Resolved: Add " 29.10.2019 " after "Meeting".

3. Insert item Chair's Report:

Resolved: **PP** to circulate out-of-session to ECM for sign off.

4. Insert item Treasurer's Report:

Resolved: **RH** to circulate out-of-session to ECM for sign off.

5. Financial Statements:

Resolved: Amend Motion 2 to include "by the Executive Committee...."after "presented".

6. Insurance:

Resolved:a. In table, include "Next" before " Renewal Date", and change date to "5 March 2021".....

Note: Delete header starting " UP3259..." in latest draft, and insert para in 2a. above.

b. Add explanatory notes as below:

New paras after "..entitlement."

"Faced with the large increase in insurance premium, the committee decided to move from one 12 month policy to two consecutive 6 monthly policies for the 20-2021 insurance period, at least. This means that we will now pay only half our annual premium in September and then again in March, in lieu of the full annual premium in September. This change was introduced to ensure liquidity compliance, as noted in the Treasurers report.

Our Strata Manager receives a commission for arranging the insurance, as authorised in our strata management contract approved at our annual general meeting on 16 October 2018."

c. Add Motion 3A "Note the Executive Committee intends to secure a revaluation before the next AGM, but after the six monthly insurance renewal."

7. Sinking Fund:

Resolved: Change Motion 4 to include after "Report" "after completion of current investigations into major risk issues but to enable major five year review approval at the next AGM".

8. Expenditure & Levies:

Resolved : EC accepted Motions 5 and 6.

9. Contributions:

Resolved: Change existing Motions 7 and 8, or add additional Motion to meet committee decision to allow three monthly payments as well. **RH** to seek urgent advice and wording for explanatory note from MA. **RH** to circulate out-of-session for EC approval.

10. **Executive Committee:** Discussed intentions of existing members, noted with regret the intended retirement of Treasurer, Richard Heaney, and directed that the Chair's report prominently canvas the need for more younger owner engagement in the executive.

11. **General Business.**

Resolved: Add "in writing by authorised person" after "notified".

3. **Other Business:**

Several matters were discussed verbally.

Resolved:

1. Dog application (unit27/23) approved, subject to Owners approval. **KG** to advise MA.
2. Access Keys & Fobs approved subject to best price. **RH** to confirm.
3. Keys ASHS - Reissue of lost key and fob approved. **RH** to organise.
4. Agreed that \$500 Excess on 205/19 claim, payable by EC.
5. Tree Trimming: Advice of Contractor ASHS be sought on pruning and trimming of all trees including prominent "regulated" trees. If recommended, a quote be submitted for EC decision and all contiguous owners be consulted formally before EC decision. **KG** to action.
6. Rentokil - Agreed not to proceed with quote for eradication of Spiders .
7. Solar Panels rebates - ActewAGL billing have agreed to reopen our Electricity account after mistake transferred it to Origin. Expected solar panel rebates should be credited shortly. Installing long delayed data connection/ account review process with SolarHub to be expedited . **RH** actioning with support from **HS & PP**.

Next Meeting Date: To be determined.

Meeting ended: 5.40pm

PJP, Chair. K Gassner, Secretary, 29 September 2020.