

**UP3259, Capital Hill Apartments**  
**Executive Committee Meeting # 123**

**4.00 -6.00pm Monday 14 December 2020.**

At 30/23 State Circle Forrest, socially distanced.

## **Minutes**

**Present: Executive members:** Paul Perkins (PP) 30/23, Chair & Tr, Karen Gassner (KG) 12/19, Secretary, Gaye McDermott (GM) 203/17, Horace Saducas (HS) 118/23. Peter Ford (PF) 115/21, Ricky Bolton, (RB) 20/21.

**Apology:** Kelly McMahon (MA), Managing Agent ( On leave).

**1. Minutes: ECM Meeting 122, 23 November 2020.**

**Resolution:** Approved as circulated.

**2. Catastrophe Insurance Contracts**

a. **Advanced Buildings ( CHU approved) \$860,437.47**

b. **Advanced Buildings (Private Variation to meet BCA) \$40,128.00**

Advice received re contract documents and awaiting consultation with Advanced Building / CIB re specifications and conditions as drafted.

**Resolutions:**

- I. Noted agreement and advice from architect (PR) with intention to seek shop drawings etc from Advanced Buildings to assist review of specifications and technical conditions & standards in supplied "Works Orders"(x2),
- II. Noted agreement and advice from Lawyer (CK) with intention to discuss AS contract provisions with Advanced Buildings to assist review of contractual conditions in supplied "works Orders" after technical review.
- III. Noted intention to discuss these issues with Broker (CIB) as contact with insurer CHU,
- IV. Re affirm commitment to consider progress reports on reviews and negotiations out of session or at short notice meeting as negotiations progress, but note likelihood of delays to new year. **Action:** PP, PR (Architect), CK (Lawyer), CC (Broker), JT (Advanced Buildings) .

**3. Water Ingress Issues: Progress Report**

**Resolutions:**

- I. Noted Agreement reached with Patrick Roberts and 6 Star Plumbing re 1) temporary repairs needed immediately (Use of metal capping(7, 8, 15, 23), temp ceiling tray(23)), 2) Scoping Priority remedial repairs for Leaks types 1, 2 &3 to establish prototype designs.(\$20,000), and 3) Noted discussion on Version 4 report (paras 35-40) re surface water management on balconies. and agreed to more fully consider

options for planter box removals when project documentation is available.

- II. Agreed, In view of time and cost issues, to deferred lower urgency basement studies including beam leaks, vent stacks and parapet sources, for review after completion of priority projects.
- III. Communicate progress and priority to owners and residents by letter.**Action:** PP, MA

#### **4. Legislative Changes & Actions Arising**

##### **a. Legal advice on UTMA(2011) changes**

Chris Kerin, of Kerin Benson Lawyers, consulted with executive members on 2 December and responded on 8 December indicating the exercise too costly.

##### **Resolution:**

Note Kerin Lawyers advice and agree that the Executive Committee workshop highest priority issues, only preparing briefs for any key issue after consultation with MA and OCN, decide any priority actions and, subject to specific advice, implement same in first half of 2021. **Action:** PP, PF, RB,MA.

##### **b. Draft Rules Discussion Paper**

Considered PF paper, circulated separately 13 December 2020.

**Resolution:** Workshop the draft Rules. **Action:** PF convene on-line . RB assist.

##### **c. Claims against OC + OC Claims Processing.**

**Resolution:**Noted unresolved matters and outstanding meeting with MA. Expedite meeting with MA regarding new process but insist on transitional arrangements agreed with B & D(RY+ KMCM) remaining in place, no claims against OC Strata Insurance Policy without specific Executive committee approval.

#### **5. Governance: Priorities & Responsibilities, Protocols. Work Calendar.**

ECM122 agreed to a special meeting after advice on UTMA changes. This is now very unlikely in the short term.

**Resolution:** Defer Work Calendar special meeting due to priority issues.

#### **6. A/Treasurers Report: Status Reports, November 2020**

Monthly Status Report for November was circulated separately. Cashflow compliance is good with high take up of quarterly payments within the month of November ( Admin Fund \$54,000, EOM). ActewAGL solar rebate still not been credited. Several queries have been raised with B&D re movements of residents, interest income, specific expenditure items, allocations etc. Responses are not expected until after Christmas but before next ECM meeting; any then outstanding will be reported.

##### **Resolution:**

1. Note the monthly Status report for November 2020, cashflow compliance and routine enquires pending.
2. Accept the Treasurers Report for November 2020.

**7. Communications: ( verbal discussion: Karin Gassner, Secretary):**

- a. Corporate Registers:** Change of Residents. Unit 10/19 under offer
- b. Resident Communications, Lift Notices :** 23/11 Cleaning out Header Boxes, 26/11 Christmas Gathering, 10/12 Christmas Gathering/Foyer Security. Draft After Hours Emergency Contacts. Common Property draft submitted by MA . Accepted by EC.KG to contact MA re EC approval. KG raise the issue of B&D branding on Garbage Rules and Capital Hill's House Rules.
- c. Webpage Exec Committee update, Registers, Technowand etc.** Discussion on the outstanding Technowand Proposal . **KG** to send RB the proposal for his comments.
- d. Christmas Party.** PP stated that 13 Unit Owners attended.

**8.Out-of-Session Approvals for Minuting..**

**Resolution:** the Attachment " Out of Session Approvals since ECM120, 15 Sep20" be included in full in the Minutes of this meeting.

**9.Proposals for Approval.**

**a. Application for exceptional lift access.**

**Resolution:** MA to suggest that inviting owner purchase Fob and provide to approved guests.**Action:** MA

**b. Claims for cost reimbursements (not insurance).(15/19, 8/17, etc).**

Verbal discussion re Agent's claims; PP

**Resolution:** Advise MA that liability is denied. Will only be considered on formal advice from MA.

**10.Other Business.**

**Resolution:** Security issues re encryption keys with contracted supplier resolved with keys now retained for safekeeping. **Action:** PP (Tr).

**Paul J Perkins, Chair/Treasurer, Karen Gassner, Secretary. 17 December 2020.**

