

UP3259, Capital Hill Apartments
Minutes of Executive Committee Meeting # 124
Friday 19 February, 2021.
Location: 30/23 State Circle, Forrest

Present: Executive members: Paul Perkins (PP) 30/23, Chair, 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. **Invited :** Kelly McMahon (MA), Managing Agent. Patrick Roberts, (items 2 & 3).

Meeting opened 9.10am.

Chair's note re Late notice of details / no papers etc,

Resolution: Note Chair's advice and resolved to meet again (Meeting #125) at 2 pm, Wednesday 23Feb20 to consider Insurance Renewal and any Agenda matters not completed at this meeting.

1. Minutes: ECM Meeting 123, 14 December 2020.

Resolution: Minutes of meeting 123 of 14 December 2020 be approved as circulated.

2. Catastrophe Insurance Contracts (Patrick Roberts in attendance)

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

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

Resolutions:

- a. Noted PR's completion of specification negotiations with Advanced Building and referral to CK of Kerin Benson to include in AS 4905 contract document for final negotiation of contracts with Advanced Buildings and CHU Insurance.
- b. PR to report back on location of scaffolding access towers and box gutters/ overflows.
- c. Confirm appointment of Patrick Roberts as Superintendent for the roof projects within the meaning of AS 4905-Minor Works (Superintendent administered), subject to acceptance of amended scope and fee proposal.
Note: existing scope & fee agreement covered services to date.

3. Water Proofing Project:

PR tabled revised documentation for 1) isolated remediation of terrace and 2) full remediation of terrace. Drawings, Cost study process, maintenance requirements and ancillary garden boxes impacts discussed.

Resolved:

- a. Pedestal supported tiles and overflow pipes cored thru precast panels agreed in principle for cost study purposes. Any exclusions Will be declared.
- b. PR to advise on on-going maintenance options & responsibilities
- c. PR to investigate, advice & document similar ground floor remediation and basement audit next week. Scope to be agreed with PP.
- d. PR to advise on risks & options of existing wall and parapet LV external lighting.

Patrick Roberts left the meeting.

4. Strata Insurance Renewal due before 2 March:

Renewal proposals for Strata Insurance for periods from 5March 2021 was received on 8 Feb21 from insurance@bright-duggan.com.au . The proposals issues were discussed:

- 1) Valuation base increased +5% despite our minuted resolution to not do one until after this half year renewal.
- 2) Increased premium +49% for both 6 month renewal (\$32,725.28, up from \$21,910.38) and 12 months renewal (\$62,839.68, up from \$42,037.20).

- 3) An increase in standard excess from \$1500 to \$2500 and apparent broadening of the application of the “water damage” excess of \$5000, despite no claims since their last increase from \$500 to \$1500 just 6 months ago (other than January catastrophe claim).
- 4) When considering renewal options to obviate liquidity compliance issues, Collective Insurance Brokers (CIB) advised that renewal would only increase by government charges.
- 5) Liquidity compliance would preclude accepting the present 12 month premium offer, without general meeting approval of premium financing probably by a special levy.
- 6) PP had discussed with CIB and received undertaking to revise and come back before Meeting. MA confirmed CIB had not come back with answers on Thursday as advised.

Resolutions:

- a. MA to follow up with CIB,
- b. Schedule special Executive meeting for 2 pm Wednesday 24 February,
- c. Note coverage deadlines and examine option to adopt a 6 month renewal and take urgent independent broker advice.

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

a. Draft Rules (PF) & Annotated versions of UTMA & Reg’s (RB)

Discussion on complexity, conventions and need for member agreement discussed.

Resolutions:

- a. PF to complete Explanatory Memorandum for discussion out of session and- at shared Rules meeting,
- b. RB Annotated and Abridged versions will be reviewed likewise.

b. Work Calendar.

Discussion covered lack of progress last year due to COVID restrictions. Need to outcomes on priority issues, eg. 1) Rules, 2) Required Maintenance planning and reporting, needed before next General meeting.

Resolution: Agree to set aside a planning session to set achievable priorities and allocate resources to secure outcome by agreed dates in 2020-21 year.

c. Legislative changes – progress (PF, RB, MA)

Discuss progress of consultative committee, participation, work schedule? Etc.

Resolution: Review with Work Calendar.

d. Shared Files (RB, MA)

Discuss progress and needs, any initiatives by B-D etc.

Resolution: Agreed priority. Review with Work Calendar.

6. Treasurers Report: Status Reports, Dec 2020 & Jan 2021.

Minimum cash balances in the Admin fund remain tight, with the new quarterly levy cycles well accepted by owners. Several large levies are overdue but are attracting heavy interest penalties. Sinking Fund liquidity remains good but expenditure levels are well ahead of budget cycle and will require a mid year review this month when insurance remedial costs are negotiated.

Several material adjustments will be required. B-D Canberra are aware of these. Other enquires are outstanding due to COVID and summer leave but will be followed up before next ECM.

Resolutions:

- 1) Note the Treasurers report for December and January.
- 2) Agree to consider a mid-year budget review out-of-session in early March.

7. Communications

Verbal report from KG considered and discussed:

- a) Corporate Register: Latest changes of residents and Welcome Letters issued.
- b) Resident Communications: Letter to all Owners re Waterproofing Rectification Prototype and Catastrophe Insurance projects 2020.

- c) Lift Notices: Holiday & New Year Wishes, Stain busters Carpet Cleaning, ACT Doorland Garage Door Maintenance, Cleaning Balcony Drains, Use of Visitor Car Spaces.
- d) Webpage EC update, Registers, Techno wand:
Resolved: Consider systems priorities with Works calendar session. KG to send through to MA a change regarding the deletion under GM Meetings the heading 10/19.

8. Out-of-Session Approvals for Minuting.

Noted PPs advice re new Ministerial Guidelines.

Resolution: Note Out of Session approvals from 14 Dec2020 will be submitted for minuting at next regular meeting.

9. Proposals for Approval. Nil.

10. Matters Arising/ Outstanding.

- a. **#84 Application for exceptional lift access.**

Resolved: MA report noted.

- b. **Claims for cost reimbursements (not insurance)**

Resolved: Pending? MA to follow up.

- c. **Claims against OC- Strata Ins claim processes. + Letter re #73(P&J)**

Resolved: MA to expedite letter to owners RE #73.

- d. **44. Quotes for painting Bld21 foyers.**

Resolved: MA to expedite overdue quotes for Exec approval.

- e. **93.Electricity Accounts: ActewAGL refund of 2020 error.**

ActewAGL can't provide details of the calculated solar credit and apologise for inability!
We are unable to verify this credit, but on an annualised comparison it appears reasonable.
The reconciled Electricity expense for YTD & previous years are set out below:

Description	ActewAGL invoices (incl gst). \$	Summary Annual Electricity costs:
August	946.22	2016-17: \$14,886
September	570.44	
October	489.09	2017-18: \$9,251
November	383.83	
December	702.53	2018-19: \$7,698
January	396.38	
Paid by B-D (Dec20)	(3335.76)	2019-20: \$7,372 (adjusted)
Credit Solar KWh 2019/20	(2844.14)	2020-21: \$10,215 (budget*...no solar so extra costs during roof repl't.)
Credit on ActewAGL acct.	\$2691.41	

Resolutions:

1. Note issue of credit adjustment of \$2844.14 by ActewAGL for solar feed-in KWh not allowed on 2019/20 financial year monthly accounts.
2. Request MA to urgently arrange direct credit by ActewAGL of credit balance (\$2691.41) to UP3259 bank account.
3. Require MA to forward copies of all future energy accounts for after payment analysis and suggest B-D review client firm accounts for similar gross errors.
4. PP/HS explore future data analysis options with SolarHub after MA provides advice re those applying to accounts transferred to Origin Energy.
5. Defer consideration of transfer to Origin until after report on data analysis options.

- f. **Keys/ Fobbs 1) Process, 2) High returns, 3) charges/ accounting.**

Resolution:

1. Note return of John Hogh Master key, 2 fobs & 1 Swipe, entered on Register
2. Review of fobs and swipes process, pricing and accountability to be audited.

Peter Ford left the meeting.

g. 92.Silverfish/ Rentokill contract

Resolution: MA to seek quote for one off quote for silverfish treatment. If proceeds Lift notice required.

h. Aircon Bld23/Seda report.

Resolved: MA to seek report from Seda for Exec review.

i. ASHS: report re prunings. KG to report on coverage and price discrepancy.

Resolution: Pending.

j. 95.Shade Structure Query. Consider MA recommendations.

Resolution: MA to discuss with owner and report as required.

k. Box Gutters detritus Quote? Consider PP report & Harolds Windows option.

Resolution: MA to expedite WO: no solar, box gutters + spiderwebs instead.

l. 77. Water leak 14/19. Consider MA advice 15/2

Resolved: Note advice that Matter now resolved at owner expense.

m. 96. Carpet water leak 208/21. Consider MA advice 17/2.

Resolution: Defer pending MA advice after W Taylor & P Roberts review options.

n. 97. WHS garage Queries. Discuss RB concerns.

Resolution: MA arrange prelim review by W Taylor. PP liaise owner.

o. 91. Claim RE skirtings 106/19. Consider MA reports & PP review

Resolution: Defer pending MA report: photos, quotes, CIB advice – excess, ASAP.

11.Other Business.

- a. **Next Meeting:** Wednesday 24 February at 2pm, 30/23 State Circle, Forrest.

Meeting closed. 12.05pm

Paul J Perkins, Chair. K Gassner, Secretary, 23 February 2021.