

**UP3259, Capital Hill Apartments**  
**Minutes of Executive Meeting # 126**  
**Tuesday 27 April 2021.**  
**Location: 30/23 State Circle, Forrest.**

**Present:** Paul Perkins (PP) 30/23, Chair & Treasurer, Karen Gassner (KG) 12/19, Secretary, Gaye McDermott (GM) 203/17, Peter Ford (PF) 115/21, Ricky Bolton, (RB) 20/21, Kelly McMahon (MA) (from 4pm).

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

**Meeting opened 3.15pm**

**1. Minutes:**

**Resolved:**

- a) Minutes of ECM meeting 125 of 24-25 February be approved as circulated.
- b) Minutes of Members General Meeting of 25 March 2021 as circulated be noted.

**2. Roof Renewal Insurance Contracts**

Advanced Buildings (x2): CHU approved \$860,437.47+; Private Variation to meet BCA \$40,128.00+.

**Resolved:**

- a. Noted PR's completion of technical specifications negotiations with Advanced Building except for clarification of like for like Solar Generation equipment, and placement of scaffolding,
- b. Noted pending meeting (CK of Kerin Benson, PR Superintendent, PP chair) before meeting re CHU's response to AS4905 contract document inclusions.

**3. Water Proofing Project:**

**Resolved:**

- a. Noted completion of draft remediation schedule which will provide final basis of full and partial prototype remediation to be priced into the initial project by Manteena. PR will report back out of session for decisions and advice to owners.
- b. Noted MA advice that LV external Light fittings come under unit owners' responsibility for maintenance & repair.
- c. Agreed to include in updated version of Apartments Manual.
- d. Agreed need to consider communications of owners responsibilities including in Updated Rules.

**4. Strata Insurance Package Renewal:**

**Resolved:**

- a. **Contract completion:** Noted completion of renewals for 12 month period commencing 5 March 2021,
- b. **Financing:** Noted execution of document under seal with completed deed retained for the record. Agreed monthly transactions proceeding.
- c. **Outstanding Claims against the OC & Process Arrangements Advice :** Agreed to invite B-D, CHU and CIB to now formally advise as to all requirements post ACT Legislative changes ( 1 November 2021). Such advice should reference the documentation provided by CIB (Cloughessy, 29 September 2021).
- d. Authorised MA to release specific plumbers report and assessment to a unit owner where requested.
- e. **Outstanding Request for large Claims Review:** Noted MA advice re pressure of work delay but requested expediting of CHU review and advise process on two largest claims in past insurance period. **Action:** MA to expedite.

## 5. Other matters arising from ECM 124 & 125:

### Resolved:

- a) **Draft Rules (PF) & Annotated versions of UTMA & Reg's (RB):** Deferred till advice from MA.
- b) **Work Calendar:** Deferred given urgent priorities.
- c) **General meeting:** Deferred pending advice on outstanding matters.
- d) **Management Contract:** Invited Managing Agent / Bright-Duggan to agree to a one year extension of current contract to enable post covid market testing. Such agreed extension to include only necessary transitional provisions and continue status quo RE COVID service arrangements. **Action.** MA to expedite and arrange report back.
- e) **Sinking Fund:** Authorise Works Order to QIA to update Sinking Fund analysis. **Action:** MA discuss price and timing with PP contact officer.
- f) **Financial Audit:** Deferred due to industry uncertainty. **Action:** PP Review progress.

## 6. Treasurers Report. (to 25 Apr 21, as circulated)

### Resolved:

- 1) Accept the Treasurers report to 25 April 21,
- 2) Delegate authority to Treasurer to reinvest Term Deposit (\$103,000+, matures 5 May 21) at best rates for up to a year, with report to next ECM. **Action:** PP , MA to provide detail, placement and documentation.

## 7. Secretary's report:

### Considered KG Verbal report and resolved:

- a) Note update of **Corporate Register** for changes of residents. Welcome Letters issued, all successful.
- b) Note **Resident Communications:** Letter to all Owners re Waterproofing Rectification Prototype and Catastrophe Insurance projects 2020. Separate Notices RE General General meeting.
- c) Note **Lift Notices** re Window Cleaning, Chemical cleaning of foyers, Easter, Bicycles.
- d) Noted assessment of 3 quotes for **Painting Interior of Building 21** excluding metal handrails, and:
  - a. Accepted adjusted quote from Classic Deco (\$10,250+gst)
  - b. Requested MA to issue Works order, thank unsuccessful bidders, confirm start date, and liaise with KG. (Site contact) RE resident communications.
- e) Noted assessment of **Pest Control quotes** (x3), and:
  - a. Deferred one off Spider and Silverfish treatment till later in the year If required.
  - b. Request MA to adhere to original contract price of \$1580.53., thank unsuccessful bidders and advise complainant of decision.

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

The committee noted a **Schedule of Out-of-Session Approvals** by executive members (under existing delegations) and by committee (written proposals approved by all members), tabled by secretary KG. The information is intended to comply with UTMA requirements for Minutes, including Ministerial guidelines recently promulgated. The information is retained in register form for correlation with payment and commitment records, but is not circulated with minutes. The absence of an integrated system makes this onerous. Variations between contract transactions and one-off Works Orders require refinement and new requirements (UTMA, Sch.2) for reporting to general meetings demands industry wide response!

**Resolved :**

- 1) Note Out of Session approvals Schedule ( from 1 November 2021),
- 2) Schedule be updated as an electronic record by We3 ( Secretary, Treasurer & Chair, under existing authority), and be presented for minuting at each Executive Committee meeting.
- 3) Authority to approve “Pet Approvals” be delegated to Secretary without conditions, with schedule update required for each.
- 4) Agree to review recording and reporting committee decisions and invite advice and input from MA.

**Gaye McDermott left the meeting at 5.18pm.**

**9. Garbage Compliance Issue. (ACT NoWaste & Contractor Suez/Sita. (#104)**

ACT letter requiring significant changes, ostensibly on the basis of Workplace Health & Safety issues, with reduced volume allowances and/ or additional Sinking Fund and Admin Fund costs, are still under investigation. We have sought an on-site meeting to clarify, and await response. **Action:** MA to expedite.

**Kelly McMahon left meeting at 5.30pm.**

**10. Cleaning Contract Variation: (R&M Cleaning)**

**Resolved:**

- a) EC agreed to vary the contract with R&M Cleaning as proposed in their letter of 2 April 2021 to include quarterly deep cleaning of all foyer tiled areas, at an annual cost of \$1244, inc.GST, from the first treatment in June 2021. **Action:** PP and KG to facilitate the Contract Work Schedule amendment and communication to contractor.
- b) Noted Contractor principal's prompt and effective assistance with investigation of garbage compliance issue (#104: no charge), Removal of abandoned trailer (#108:\$480), and New work signage (#113: no charge).

**11. Lift Lighting Proposals. ( Contractors: Schlindlers & Wayne Taylor, #105).**

Lift lighting (LED upgrade) quotes from Schindler (\$8,888)and Wayne Taylor (4,114). Schindler do not replace lights under our lift contract; normally serviced by our electrical contractor Wayne Taylor, (W & A Taylor Family Trust).

As these capital quotes are very high, current functionality remains good and electrical contractor's servicing is inexpensive, relative to Schindler, replacement was not recommended.

**Resolved:**

- a) Note the quotations, thank the contractors but take no action at this stage.
- b) Reaffirm use of contracted electrician for all such maintenance requirements.

**12. Solar Generation & Data.**

**Resolved:**

- a. Note PP verbal report that contractor Solar Hub have agreed to supply Capital Hill Apartments data acquisition & usage system as agreed 3 years ago. Minor costs only will accrue but installation will enable monitoring of system usage and electricity charges and rebates.
- b. Note advice that Electric Vehicle charging for Residents is not recommended on grounds of high cost/ negligible use. EV suppliers compete in this space.

- c. Solar Hub to come back to the EC with conceptual advice and estimate for embedded solar, with battery support, for residents electricity consumption. Capital and system aggregators' margins however are likely to preclude early investment.

### **13. Security System / Contract Review. ( Blitz outsourced contract)**

**Resolved:** Noted PP advice on progress in updating and integrating our current systems to enable online access for master records, access key coding transactions, exception reports etc. System processes ( problem transactions: #112, 101(x3), Hough decoding) have been analysed at Blitz site and a downloaded detailed transaction spreadsheet has now been provided; it will be used to complete system specifications. Blitz will provide a proposal for our review later in the year. **Action:** **PP, HS,** to complete analysis of the year's transactions and prepare specifications for Blitz Quote.

### **14. Other Business.**

PP notified EC that he will be away from home on leave from 04th - 24th May, but will be available via phone and computer as necessary.

Meeting closed at 5.45pm

Paul J Perkins, Chair.     K Gassner, Secretary,     29 April 2021.