

UP3259, Capital Hill Apartments
Minutes of Executive Meeting # 127
Monday 28 June 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. Horace Saducas (HS) 118/23.

Present by phone: Patrick Roberts (Architect), Kelly McMahon (MA,B-D), from 4.10pm.

Meeting opened 4.05pm.

1. Minutes:

Resolved: Minutes of ECM meeting 126 of 27 April 2021 be approved. **Action:** MA to post to Stratamax portal, CHA Webpage and circulate to co-owners.

2. Matters Arising:

a. Roof Renewal Insurance Contracts (#25):

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

Resolved:

- a. Noted no response from CHU or Advanced Building to request for clarification of like for like Solar Generation equipment, placement of scaffolding, etc.
- b. Noted meeting (CK of Kerin Benson, PR Superintendent , PP chair) with CHU re AS4905 contract document inclusions.
- c. Noted quotation from Manteena and authorised preliminary meeting with CK, before expediting negotiations with CHU, CIB and Advanced Building re contract inclusions and exclusions, and project supervision.

b. Water Proofing Project (#8a):

Resolved:

- a. Noted Patrick Roberts advice and responses to EC questions on quotations from Manteena (21 June) and clarification of high cost items (28 June), and limited warranties for partial solutions.
- b. Authorized consultation with CK, Kerin Benson lawyers re ownership of garden boxes, permanent removal, gifting, ongoing Maintenance and possible Rule changes, then
- c. PR to report back with costed options for full remediation of three priority terraces, to enable committee to finalise recommendations to a General meeting of owners.

c. Garbage Compliance Waste Enclosure (#104):

Resolved:

- a. Noted site discussions with and written advice to ACT NoWaste (22 June 21) proposing workplace health & safety changes suggested by Waste contractor and seeking quote to replace existing 1500l waste bins with 4x1100l bins.
- b. Noted referral to Patrick Roberts Architects re structural changes to waste enclosure and remediation of apparent deterioration of structures' waterproofing. **Action:** PR prepare drawings, advice.
- c. Noted need for quotes and (Sinking Fund expenditure on structural alterations, remediation, purchase and towing modifications to new bins, and disposal of redundant bins. **Action:** PP, KG, MA advise after ACT NoWaste response.

d. Strata Insurance Claims Review:

Resolved:

- a. Noted verbal advice from PP on discussions on Claims Processing Arrangements.
- b. Noted that B-D seminar (21 July) would address some of these issues Advice.
- c. Noted receipt of requested “ large claims” report from B-D.

e. Strata Management Contract extension:

Resolved: Note receipt of draft contract from B-D and directed further negotiation with B-D regarding apparent omissions, suggested accountabilities, etc, with a view to presenting agreed document for endorsement at the annual general meeting. **Action:** PP, MA.

f. Work Calendar: Deferred due to other priorities.

g. Draft Rules & Advice RE Proxies:

Resolved:

- a. Noted B-D advice of pending Ministerial action to enable relaxation of Proxies restriction.
- b. Agreed to await Owners Network and B-D seminar advice on legislative and administrative regulations outstanding.

h. Sinking Fund Review:

- a. Noted PP advice that contracted QIA had done site inspections in early June and updated Five Year Review draft report is awaited. **Action:** MA to expedite.
- b. Agreed to consider the report out of session in lead up to budget and Levy proposal.

3. Security & Access System

The committee considered written & verbal advice on urgent matters put in place after break-in on 19 May and illegal entry on 27 May which result in damage to and theft of OC (access devices, alarms, door, etc) and residents’(motor vehicle broken windows, one stolen motor vehicle, various personal valuables, access devices and tools) property. Unbudgeted cash spend is of the order of \$15,000.

Resolved: Minute all related Out-of-session approvals:

1. Audit of access and security system.(\$858- Blitz). Action: MA issue WO.
2. Installation of camera, strobe & alarm on Garage door entrance.(\$2856-Blitz).
3. Trial remote monitoring, alarm activation & patrol response (\$5,000. - Blitz/ Mondiaux Security). **Action:** MA to sign Contract & pay initial mth.
4. Door panel strengthening (ACT Doorland \$688).
5. Defer proposal for Security Audit by Quorum Security Systems. **Action:** MA.
6. Quote for Possible change to (Omega) keying system (Class Locksmiths). **Action:** MA to follow up.
7. a) Disable stolen access devices + camera backup (Blitz \$650), b) Bld 23 Ext. locks (Class Locksmiths \$355).
8. Night guard pending police investigation & defensive measures (\$6533, E Group Security).

4. Treasurers Report.

The Executive Committee noted the tabled report and discussed various issues. Specific issues not minuted elsewhere included:

1. **Access Device (New Dual type):** Pricing to be agreed. **Resolved:** Decision to keep current fob plus new remote plus fob dual model for owners & residents convenience. Pricing to be agreed after advice from MA. **Action:** MA to advise regarding costing options
2. **Police Liaison: Resolved:** Note various contacts RE Claim (6812183), CCTV footage (3), and residents concerns referred, and Police Victims Liaison Office letter received 25 June.
3. **Water Leak Repairs:** Heavy expenditure continues with various out of session approvals for investigations and emergency repairs. Rear Fire exit Bld 23 leak repairs cost approx \$5000.
4. **Metering Issues: Electricity, Gas and Water: Resolved:** note visits scheduled and **written** representations will be made (again) to Icon Water (ACT Government owner and or partner in all metering utilities). **Action:** PP, KG, HS.
5. **Solar Hub Data Analysis Software:** PP advised that Installation of both hardwired internet – solar inverter controller & Data analysis “SunnyPortal” application is scheduled for 1 July 2021. User training to be scheduled. **Action:** PP, HS.

Resolved: The Treasurers report be noted including Admin Fund Liquidity balances and issues to be resolved before next budget and AGM.

5. Secretary’s Report - Communications.

The committee discussed information circulated and a verbal report from KG:

a) Corporate Register: Latest changes of residents and Welcome Letters issued.

b) Lift Notices and e-letters to residents:

1. Building 21 internal painting,
2. Batteries for Garage Remotes
3. Capital Hill Apartments Security, Break In notification, Access Devices.
4. Security Arrangements pending Police investigations, incl Bld 23.
5. Night Guard in basement, Interim Security Measures update.
6. SEDA preferred supplier offer for air conditioning Mtnce.
7. Building Security arrangements and
8. Stain Busters carpet cleaning.

Resident e-letters were issued by B-D:

1. Minutes to Owners 126,
2. Access and Security fobs stolen which need to be deactivated,
3. Building 21 Notification of Painting works,
4. Access and Security: Blitz audit of devices, etc.
5. ACT Owners Event re new name and new legislation.

Resolved: Communications heavy workload during the month and commend Officers for continuing effort.

6. Out-of-Session Approvals:

PP reported that due to very heavy workload since last meeting ECM126, 27 April, a detailed schedule was not available but all significant out of session approvals are dealt with under subject headings in this meeting. Various minor operational authorisations by PP and KG under existing delegations were also necessary but are not reported separately. They included, pet application, key safe application, painting quotations, and several water leak investigations.

Resolved:

1. **Basement Bollard Removal Application:** Approved subject to owners acceptance of conditions in Advice from B-D. **Action:** MA to communicate to owners as recommended.

2. **Awnings & external blind Application: Approved** subject to owners acceptance of conditions in Advice from B-D. **Action:** MA to communicate to owners as recommended.

7. Other Business:

- a) **B-D Seminar, 21 July 2021:** Individual Owners received the invitation. Executive Committee encouraged to attend.
- b) **ACT OCN (Owners Corporation Network) AGM/Seminar, 28 July 2021:** Executive Ctee attendance encouraged.
- c) **Next ECM date time and location. Resolved:**
 - 1) Agreed next scheduled meeting be in September to finalise budgets etc.
 - 2) Out-of-session work will be required on priority issues arising and
 - 3) A special General Meeting will be needed for the **roofing** and **water proofing** projects.

Meeting closed at 5.55pm.

Paul J Perkins, Chair. K Gassner, Secretary, 2 July 2021.