

Capital Hill Apartments, UP3259.  
**EXECUTIVE COMMITTEE MEETING # 130**  
Thursday, 23 September 2021, by Zoom teleconference.

## MINUTES

**Present via Zoom facility:** 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. Managing Agent: Kelly McMahon , Emma Cutts, ( Bright-Duggan). **Apology:** Patrick Robert ( architect).

### 1. Minutes:

#### Resolved:

1. Minutes of ECM meetings 129, 9th and 16th September, 2021 be approved.
2. Past Chairpersons concerns over the previous Minutes be noted. **Actions.** PP to offer briefing. Incoming EC to review communications channels including webpage.

### 2. Roof Contracts (x2)

Noted covid delays in the issuing of new documentation by Advance Building suitable for sign-off. Discussion on the ramifications for the Sinking Fund projections and the risk of Advance Building holding to the 12 month contract.

**Resolved: EC, MA and PR** will deal with this out of session, when documented cleared.

### 3. Waterproofing Project.

The options for the upstairs balconies are not resolved. PR agreed that the issues need refining. Decisions made will impact the Sinking Fund. Discussed approving funds now, gaining the answers after Covid and then calling a special meeting for Owners.

#### Resolved:

1. Reaffirmed decisions at ECM#129, 9-16 September.
2. Noted delay in both Landscape and Legal advices due to Covid and AGM.

### 4. AGM

Discussed the impact of the Insurance premium and liquidity issues regarding the Admin Fund. A number of suggestions included borrowing money, increase levies, encourage owners to pay six monthly, followup owners to pay overdue levies and prepare two different budgets.

#### Resolved:

- a) **AGM will be via Zoom** due to COVID restrictions on Tuesday 19th October from 3pm until 5pm.
- b) AGM documents will need to be with **MA** by 28 September 2021.
- c) Noted **Emma Cutts** , Strata Support Representative, Bright and Duggan will take phone calls from Owners experiencing difficulties accessing the Zoom meeting.
- d) Agreed that all items should have concise preamble **Action: MA, PP, KG.**
- e) **Audit:** Preamble to include Exec Ctee approval of audit work program.

- f) **Strata Management Contract** : Include reference to EC testing the market.
- g) **Property Manager** to be used in the Agenda (10). If approved, **MA** write position description for Executive Committee approval.
- h) **Service Contractors: RB** to work on titles and advise Executive Committee.
- i) **Insurance:** Noted MA confirmation that there is only one outstanding CIB claim for the catastrophic hailstorm damage.
- j) **Alternate Voting Methods:** MA to rewrite explanatory preamble to explain Motion 20. If not satisfactory then the motion will be taken out of the notice of AGM.
- k) EC approve options in relation to liquidity issues out of session. **Action: MA, PP and KG**

#### **5. Works & Other Approvals:**

a. **New:** #143 Garage door callout and cable renewal. Work Order has been issued.

#### **b. Noted approvals out of session or by delegation**

- a) #138 Balcony gardens irrigation
- b) #142 Emergency Lighting in the Basement Carpark. , \$2634.50.
- c) #146. Investigate recurring leak, 2/17. 6 Star Plumbing. **Action:** MA to advise ECM.
- d) #145 Carpark lighting movement activation ( Blitz + Taylor)
- e) MA to maintain Pet Application Register.

#### **6. Other Matters:**

##### **a. Ongoing or outstanding.**

**Resolved:** Note PP reminder of growing list of Outstanding issues due to Covid restraints.

##### **b. Next Meeting.**

**Resolved:** Immediately after the AGM on the 19 October 2021 to determine what actions can be completed, appointment of Executive roles, Liquidity, levies etc.

**Meeting closed at 5.32pm, 23 Sep 2021.**

**Paul J Perkins, Chair.**

**Karen Gassner, Secretary. 24September 2021.**