

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 132
Thursday, 25 November 2021.
At Chair's apartment 30/23 State Circle, Forrest ACT.
Minutes

Attendance: Executive Members: Paul Perkins (PP) 30/23, Chair & Treasurer, Karen Gassner (KG) 12/19, Secretary, Peter Ford (PF) 115/21, Horace Saducas (HS) 118/23, Dermott Casey (DC) 204/19, Linden Orr (LO) 204/19. **Managing Agent,** Kelly McMahon (MA). **Architect** Patrick Roberts (PR) by phone connection till 4.17pm.

Apologies: Gaye McDermott (GM) 203/17 and Ainslie Clifford (B&D).
Meeting started at 4.02pm

1.Minutes

Resolved: Minutes of ECM 131, 15 November 2021, be accepted. **Action:** MA mail to owners and post to portal and Webpage.

1.Roof Contracts (x2):

Resolved:

1.
 - 1.a. Noted receipt of Contract documents by chair PP with unexplained addressee and attachments (x2) and unexplained increase in variation contract price.
 - 1.b. Noted MA intention to recall documents and re-issue.
 - 1.c. Agreed to short notice meeting when PR and MA advise on documentation.

3. Waterproofing Priority Project:

- a. **Legal & Landscaping advice outstanding.**
Noted Landscape Architect preliminary advice expected on Friday.
- b. **Manteena Proposal .**
Noted PR waiting on Quote inclusions / exclusions from Manteena, with some delay due to probable inclusion of priority Bld 21 work.
- c. **Further Investigations:**
Resolved: PR authorised to consult with 6 Star Plumbing to meet on emergency solutions in Bld 21 given delays expected in finalising project.
- d. **Special Meeting for approvals, delegations etc.**
Resolved: Special Meeting will not practical until the New Year.

PR left the meeting at 4.17pm.

4. AGM (matters arising)

- a. **Strata Management Agreement, (1) for execution.**
Resolved: Strata Management agreement submitted by Bright & Duggan on 10 May 2021 and approved at Annual General meeting on 19 October 2021

be executed under seal with start date 1 September 2021 to co-incident with budget year. **Action:** PP,KG,KM

b. Webpage including Committee Update.

Resolved: Webpage be updated with details of new committee. **Action:** KG,KM

c. Maintenance Plan.

Noted still awaiting advice from QIA. Action: MA to expedite.

d. Building Manager / Market testing.

Resolved: Defer for special ECM on work calendar.

e. Appointment of Auditor

Resolved: Request MA expedite process to enable discussions on audit Workplan.

Action: PP, MA to follow up with Rhonda Yates , Branch Manager B&D.

f. Special General Meeting, including new rules.

Resolved: Defer to early New Year

g. Special EC Meeting: Draft Work Calendar & post Covid priorities.

Resolved: Note Calendar draft and defer to special meeting, date TBA.

5. Works & Other Approvals:

a. Approvals: Out-of Session

Resolved: Minute Out of Session Approvals.:

1. Full Committee Approval

A. Solar Hub. Connect Solar Sunny-portal app to CT metering \$1450

B. Open Principle Architect. Specifications for priority repairs Bld 21, \$5000.

C. MA/Committee: Awning Approval 105/17.

2. By Chair+Secretary under Delegation

A. P&T, investigate auto fire alarm.

B. 6 Star, Investigate water leak. 103/17

C. ASHS, Remove shrub from garden box 102/17

D. 6 Star, re-investigate water leak 23/21

E. 6 Star, investigate water leak 116/21

F. Full Circle: Repair fence. 6 Star, investigate courtyard leak 28/23

G. 6 Star: Finalise investigation water leak 2/17

H. ASHS. Irrigation shut off. Overhang hedge and dead tree removal.

I. Power outage roadkill: 1) TV PS, 2) Fire Alarms PS, 3) HWS pumps, (est) \$8000.

J. 6 Star, investigate water leak 115/21

K. 6 Star, investigate rear door leak 8/17

L. Committee. Install stepping stone rear garden access, Building 17.

Action: MA to advise on insurance claim on power outages in [i above costs](#).

b. Outstanding Matters, incl Covid deferrals and quotes.

Resolved: Defer to special ECM on Work Calendar and priorities

c. New Proposals for approval.

1. Sink Blockage \$498

Resolved: 1) MA to organise payment of invoice. 2) committee re-affirm that in these claims unit owner responsibility is presumed. MA will advise committee on an exception basis where investigation reveals blockage is in common plumbing.

Otherwise all costs to unit owner.

2. Blitz/Mondiaux CCTV / Car response Trial :

Resolved: Not to continue with trial. **Action:** PP

3. Blitz Access Device Audit:

Resolved: Defer to 2022. **Action.** MA to advise on process.

4. Class Locksmiths Omega Advice:

Resolved: Defer to 2022.

5. Specifications and modifications of Waste Enclosure:

Resolved: Defer to 2022, due to post Covid priorities.

d. **Christmas Gathering.**

Resolved: EC decided to cancel the proposed Christmas gathering to be held on Saturday 27 November due to current and predicted weather conditions.

Action: KG lift and door notices .

6. Governance & Committee:

a. Confirm Delegations & Process

1.

1.a.Out-of-Sessions Approvals. (Written proposal; all EC agree in writing)

1.b.Urgent expenditure: Chair+ Sec joint Delegation (\$2,000 limit; Report next ECM)

1.c.Insurance.: All water claims subject to contracted plumber investigation then MA recommendation before EC decision.

1.d.Application for Pet Approvals: Secretary delegation on recommendation by MA (Record in Approvals Register)

Resolved: Confirm existing delegations and committee processes, pending reviews.

b. Workplan Calendar & Priorities.

Resolved: Defer to special meeting in 2022, date TBA.

7. Other Matters:

a. Late items or as nominated by members.

1. Review Major budget items for savings.

Resolved: Defer to special meeting on Work Calendar and Priorities in the New Year.

2. Myna Birds Complaint at Building 19.

Resolved: MA to propose priority solution regarding options and quotes.

3. Bright and Duggan Closure.

Noted: B&D Christmas/New Year office closure from the 22 December 2021 until the 12 January 2022.

Meeting concluded: 5.11pm.

Next Meeting. (short notice): TBA, on receipt of advice on Roof and water repair issues.

**Paul J Perkins, Chair.
29 November 2021.**

Karen Gassner, Secretary.