

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 134
Monday, 14 Feb 2022.
Minutes

At Chair's unit 30/23 State Circle, and via Zoom...

Present:Executive Members: Paul Perkins (PP) 30/23, Chair & Treasurer, Karen Gassner (KG) 12/19, Secretary, Gaye McDermott (GM) 203/17, Peter Ford (PF) 115/21, Dermott Casey (DC) 204/19, Linden Orr (LO) 204/19. **Advisers:** Patrick Roberts (PR) (Open Principle Architects: items 2&3only). Kelly McMahon (MA. B&D, via Zoom) **Apology:** Horace Saducas.

Meeting opened at 2pm.

1. Minutes

Resolved: Minutes of ECM 133, 14 December 2021 be accepted as circulated.

2. Roof Contracts

- a. **Execution of Contracts: Noted:** that MA has not executed contracts as approved at ECM 133, 14Dec21, given no response from Builder, broker or Insurer on Solar replacement issue, as yet. **Action:** MA to expedite with Insurer & Broker, CIB.
- b. **Timing, arrangements etc: Noted:** Receipt of written unit owners concern re placement of scaffolding & PR advice that early requests had been deferred by builder with suggestion to address and strongly support at post-contract owners meeting. **Action:** MA, PR, PP seek options to change location.

3. Waterproofing Priority Project

- a. **Manteena Proposal update, cost estimate, timings; Noted** PR advice of new estimate \$751,360(incl gst) and advice on price escalation, options and risks with partial prototyping etc.
- b. **Project Administration, supervision, estimates. Accepted** Open Principle Architects (PR) fee proposal- Contract Administration Water Proofing Works (email 1Feb2022) with variations for multi tender processes, at estimated total cost of \$33000(incl gst).
- c. **Authorisations: emergency remediations by OC.**
 - i. **Noted** PP & PR advice that related temporary remediation works including in-ceiling trays, insulation, ceiling panels, external drains & saddles, had been progressing under earlier approved emergency delegations over Covid- Christmas holiday period (4 units) and appear to accrue costs around \$5000/unit. Success may enable delay in major projects to accommodate delays re Roof project, approvals, etc.
 - ii. **Agreed** that PR review temp works on 8/17 and 16/19 with RE of 6 Star Plumbing before finalising temp repairs, and
 - iii. **Agreed** to appoint Mal Wilson (ASD) to review earlier structural engineering advice in light of investigations of 8/17, 16/19 & 116/21.
- d. **Special Meeting Approval, arrangements, timing, etc:** Discussed MA experience on timing and financing options for priority project (\$751,000 +) and larger scope/ longer term remediation options using Special Fund or Sinking Fund Levies, third party financing etc. Discussed Timelines for advice, owner approvals, project negotiation set-up etc.

- i. **Agreed action:** MA , PP to come back to EC with proposals for independent financial & tax advice on options as a priority. Then EC prepare final proposal for owners decision in general meeting.
- ii. **Meeting /contract timelines:**
Agreed aim for special General meeting as soon as possible, noting need for advices prior, statutory notice, clear and simple presentation of recommended actions.
- e. **Rear door audit (#133, 141, 56, 141, 152, 172,):** **Noted** PP, PR advice re Covid delays and scheduled testing of example unit, subject to access. **Action:** PR.
- f. **Temp ceiling repairs, costs etc (#182, 60, 96, 166)**
(see 3.c above).

4. Other Matters:

- a. **Schindler Lifts 3 yr Contract Renewal:** (PP briefing paper (10Feb22).
Resolved:
 - i. Approve execution of contract with Schindler Australia Pty Ltd for Lift Maintenance Services for period 17 Mar22 to 16Mar25 at 1st year cost of \$29,350+gst pa, noting agreed exclusion of Exit penalties on Annexure A given earlier investment by UP3259. **Action:** MA, PP.
 - ii. Investigate interactive communications using “ ahead Digital Service” with report to Exec Ctee on budget etc to control and integrate Lifts, Security-CCTV and Solar generation systems. **Action:** PP, MA.
- b. **Recycling Bins Replacement:** Discussed PP & B&D advice re Suez quote for emergency replacement of Recycling Bins, no longer fit for service. **Resolved:**
 - i. Authorise replacement of bins at Suez quoted price of \$2,035(incl. gst), via Sinking Fund.
 - ii. Authorise our cleaning contractors, R&M to arrange 1) delivery of bins, 2)adding or replacing directional brake mechanisms to compliance standard, 3) scrapping 3 damaged bins, all at do and charge as per contract rates. CHA to procure components separately. Estimated cost \$2,000 includes new components. Sinking Fund.
 - iii. Agree to retain one old bin for storage of disposables; R&M to quote for removal of contents as required. Communication on use to be considered by ECM before use. Action: R&M, MA. Admin Fund.
- c. **Electric Vehicle Charging issue.** Discussed electrical contractor, SolarHub & ACT Gov’t advice re new demands for EV charging. We have successfully demonstrated “trickle chargers” in basement car spaces, connected via resident electricity meters (206/21). Two other applications for private owner connections are foreshadowed by unit owners. Current ACT Government transitioning policy apparently favours Owners Corporation funding additional common use facilities operated by 3rd parties. **Resolved:**
 - i. Agree in principle to installation of trickle chargers, on formal application. Such installation to be via consumers mains/ meters, at unit owner cost, within basement car space, subject to compliance with Evo-Energy requirements and current electrical wiring rules. **Action:** MA.PP.
 - ii. Note advice to strata insurers of installations and request for information on cover. **Action:** MA, PP.

- iii. Maintain a watching brief on emerging policy, liaising with Owners Corporation Network ACT and Strata Mgt Assn. **Action:** MA.
 - d. **Annual Insurance Renewal:** Discussed apparent delays in receipt of proposal (CHU-CIB) renewal due 5 March 2022) will require out of session decisions. KM advised market response poor and outstanding roof claim remains an issue. separate paper CHU-CIB not yet received). Budget funding remains a big issue. **Action:** MA to expedite, PP. Exec Ctee review when received.
 - e. **Maintenance plan. Noted** provision of first QIA draft, linked to Sinking Fund classifications, which is available for review avail on request. **Action:** MA, PP.
- 5. **Treasurers Report.** Discussed PP verbal report only due to work pressures, holiday and Covid delays etc. **Approved** Treasurers report including:
 - a. **Liquidity:** Excellent due to qtrly levies inflow and several prepayments, but will need detailed review when insurance premiums known. **Action:** PP with MA assistance on liquidity assessment.
 - b. **Accounting issues & Audit:** MA asked to report Problems with changes to accounting within B&D (electricity accounts, Internet access payments, online access to bank details in holiday period etc) in due course.
 - c. **Owners Corporation Network, ACT. Noted** circulated information re membership, AGM etc PF, and PPs commendation to all members to consider participation when practical.
 - d. **Action Register: Noted:** Current but not reported separately due to multiple tasks in progress due to post holiday delays & Covid problems. **Action:** MA, PP.
 - e. **Approvals O-o-S: Noted** delay in detailing till next meeting.
 - f. **Approval of re-imburements to officers:**
 - i. **Secretary KG:** Flowers on behalf of residents \$95.00
 - ii. **Treasurer PP:** iiNet emergency payment \$99.99
- 6. **Secretary's Report. Noted** KGs Verbal report of activities, Welcome letters, Lift notices, General communications and update (new Excell format) of Corporate Register. **Action:** MA to advise on process of Welcome letters as several new owners were apparently unaware: PP (details), MA (review/report).
- 7. **Executive Membership:** PP tabled written resignations from Horrie Saducas, effective on transfer of unit ownership (est. 14/2/22), and Karen Gassner, Secretary, effective 15/2/22. **Resolved:**
 - a. **Accept resignation of Horace Saducas** with regret, commending his owners committee membership since incorporation and continuing service in all executive positions including chair. **Noted** arrangements for Farewell functions for he and Sue. **Agreed** that all issued OC access devices be retained until after event on 26 Feb 22. **Action:** Farewell(s): David C, Zac P, KG, PP. PP: Register key returns, arrange de-activation of master access.
 - b. **Accept resignation of Karen Gassner as Secretary** and executive member with regret, commending her and partner Terry's extensive

service over the past years, and agree to arrange farewell for the Gassner family. **Action:** Farewell- PF, PP: Register keys return and arrange de-activation of master access.

- c. Chair called for suggestions as to future appointment and coverage of Secretary functions including from MA as to appetite and capacity to accept some delegated or contracted functions. **Actions:** PP issue Secretary functions from UTMA, All + MA: liaise with PP re options. Then ECM will determine future actions.

8. Next Meeting.

Resolved:To be determined at short notice (next week) on receipt of advices re Roof contracts, Waterproofing proposals and Insurance renewals.

Meeting closed 4.00pm.

Paul J Perkins, Chair, 21 February 2022, (with thanks to K Gassner, retired secretary, for prompt notes of meeting. Delay in issue responsibility of PP!).