

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 136
Monday, 11 April 2022.
At Chair's unit 30/23 State Circle.

Minutes.

Present: Executive Members: Paul Perkins (PP) 30/23, Chair & Treasurer, Gaye McDermott (GM) 203/17, Peter Ford (PF) 115/21, Dermott Casey (DC) 204/19, Linden Orr (LO) 204/19. **Adviser:** Patrick Roberts (PR) (Open Principle Architects: items 2&3only).

Apology: Managing Agent, Kelly McMahon, Bright & Duggan (MA).

1. Minutes:

Resolved: Minutes of ECM 135, 21 February 2022, be accepted as circulated.

Action: MA to circulate to owners/agents & update Portal & Owners Webpage.

2. Roof Contracts

- a. Contracts, Timing, arrangements etc: **Resolved:**
 1. Note appointment of Andrew Kelly, Advanced Buildings, as project supervisor, and ask Patrick Roberts to confirm in writing to contractor his role as our representative, with contact details for MA (KMCM- B&D) and UP3259 chair (PP), and
 2. Agreed to seek expedited meeting re engagement, start-up consultations, Including timing, negotiations, site consultations etc. **Action:** PR, MA.
- b. Open-book Solar Review. (#25B). (PP, PR). **Resolved:** Accept Part 1 of the proposal from Jeremy Roberts, Everen Pty Limited, dated 31Mar22, to peer review replacement grid connected Solar generation system proposals (x2). **Actions:** PR to communicate approval, coordinate & report to ECM.

3. Waterproofing Priority Project

- a. Manteena Proposal update: **Resolved:**
 - i. Note Manteena amended cost estimate for remediation of 7 terraces, 29Mar22, \$1,017,081 (ex. Gst).
 - ii. Request PR review all project documentation to ensure coverage of overflow piercings, rear door sills, and removal of garden boxes etc.
- b. Manteena Prototype Project / one Level 1 rear terrace: **Resolved:**
 - i. Accept Manteena Commercial Pty Ltd construction management fee proposal of 30Mar22, for \$181,621 (ex gst). **Actions:**
 1. PR to 1) confirm acceptance and represent OC as per our professional service contract (OPA), and 2) represent OC as project supervisor, regular meetings, MA / ECM reporting, 3) expedite commencement meetings timings, & report to ECM.
 2. Agree that restoration of temporary ceiling repairs in impacted unit(s) be treated as separate project(s). **Actions:** PR to specify, coordinate and recommend actions to MA/ECM.

- 3. MA to 1) issue Works Order on Manteena Commercial Pty Ltd, and 2) Arrange specific General Ledger codes in Sinking Fund.
- 4. PP/MA arrange Letter to all owners/agents re progress.
- ii. ASD (Mal Wilson) review. **Noted:** Still pending. Agreed PR to co-ordinate with priority project, temporary ceiling remediation etc, then report to ECM.
- c. Financing options, processes for OC. **Noted:** PF & PP verbal report on discussions of experiences of OC of Space2 apartments, including Special Levy, Strata Loans, Communications IT and recent EV charging initiatives.
- 4. **Treasurers Report:**
 - a. Liquidity & Expectations: **Noted:** March Monthly Status Report circulated.
 - b. Budget & Priorities Review (Ops + Projects): **Resolved:** Hold (ECM137) on 21 April22 at 4pm. **Action:** PP liaise MA & formalise notice/agenda.
 - c. Development of Cash Budget: **Noted:** Still pending. **Action:** PP to progress with assistance of RH.
- 5. **Insurance.**
 - a. Cert. Of Insurance Requirements. **Action:** MA to expedite compliance.
 - b. Fusion Claim from 2021 FY. **Action:** MA to expedite & report to ECM.
- 6. **Other Business:**

Resolved: Approve and Minute Out-of-Session approvals listed below:
8A: OPA invoice, March, \$1250.
159: Fence repairs 28/23: Cancel WO , reissue to Anyjobmatters, \$495.
172: 6 Star Plumbing temp repairs 16/19 & 111/19, \$1357.
212: Noted Owner Queries, Approval requests etc (x6)Deferred to ECM137.
Keys: Returned Access keys from Sec & HS, referred for decoding. Masterkeys retained for spares. Key Register updated.
Corp. Register: Welcome Letters issued (x3): Register Updated.
- 7. **Next Meeting. Resolved:**ECM #137, 21 April 2022 at 4pm, chairs residence.

Paul J Perkins, Chair.

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