

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 142
Wednesday 19th October 2022. 4.00-5.15pm.
At 30/23 State Circle Forrest, 2603

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 (to 5pm), Linden Orr (LO) 204/19.
Bright & Duggan: Virginia Sinlao (VS) (appointed Managing Agent).

Minutes

Meeting commenced 4.05pm.

1. Short Notice Meeting & Minutes

Resolved:

- a) Accept Minutes of ECM141, 26 September 2022 as circulated. **Action:** VS to circulate to owners, & post to Stratamax portal and CHA Webpage.
- b) Accept short notice of meeting 142 to enable determination of urgent matters.

2. Water Damage 23/21 (#60; #214)

Considered several email messages and VS verbal advice on urgent make safe work following evident water damage in bedroom. Inputs included from Open Principle Architects (OPA) & Manteena re ongoing project on 115/21 above. Make safe work allocated to ABS, given Roof project responsibility. **Resolved:**

- a) Note photos of 23/21 bedroom damage evidence from ABS (**#60**) and
- b) Authorise OPA to do immediate water testing on SW rear wall terrace to confirm source, or otherwise (**#214**). **Action:** EE-OPA.
- c) Conditionally authorise lodgement of Insurance Claim as recommended by VS, subject to urgent advice from CIB before lodgement. **Action:** VS-B&D.
- d) Authorised immediate make good for bedroom and replacement of damaged items., noting that any contributory Manteena project cost is worn by Owners Corporation. **Action:** VS-B&D including “ certificate of habitability” .
- e) Noted that OPA to discuss with Manteena corrective actions to prevent any further damage during project completion (**#214**). **Action:** EE-OPA
- f) Authorise reimbursement of \$60 to 115/21 Owners Levy Account (**#279**) for loss of fridge foods during Manteena project. **Action:** VS- B&D.

3. Investigations 15/19, 12/19 (#8, #231)

Considered Email and verbal advice from VS, PP and EE-OPA.

- a) Request final report from OPA after adjustment for PP emailed clarifications re earlier actions in unit 15/19,
- b) Authorise recommended further investigations in unit 12 (12.1 & 12.2),
- c) Authorise recommended investigations re bathroom leak in 15/19,
- d) Expedite completion of investigations and arrange meeting with owner 15/19.
Action: VS-B&D, EE-OPA.

4. Water Damage, 30/23 (#259)

Resolved:

- a) Authorise payment of invoices 1) OPA investigations / make safe \$7282, incl gst, 2) Partum Projects, demolition & temp repairs, \$3951 incl gst.
- b) Authorise lodgement of insurance claim as recommended by VS.

5. Other Authorisations:

- a. **Garden Boxes (#25A): Resolved** to accept proposal from Insurer to authorise initial remediation of hailstorm damaged 45 boxes with review before further expenditure. **Action:** PP to liaise with contractor & CHU, & report back for ECM agreement as required.
- b. **Independent Audit: Noted** appointment of Kelly Partners as auditors for UP3259 by B&D, but note timing will not allow compliance with AGM reporting. **Action:** PP Report to AGM.
- c. **Basement Compliance (#267-ECM141).****Action:** VS to expedite actions.
- d. **Clean Header Boxes (#268): Resolved** to accept quotation from Harold's Windows, \$1700, incl gst. **Action:** PP, VS.
- e. **Lock safe Removal & Theft(#278, #281): Resolved** to 1) authorise analysis of CCTV & access records to facilitate police reports etc. Decode and replace stolen device 2) Replace removed key safe. **Actions** 1) VS: iiNet payment, 2) Replace Safe & access device. 3) PP: review Blitz data, report on security.

6. Next Meeting. (ECM#143).To be confirmed.

Meeting closed: 5.15pm.

Paul J Perkins, Chair.

4 November 2022.