

Capital Hill Apartments, UP3259
MINUTES OF EXECUTIVE COMMITTEE MEETING # 137
Thursday, 21 April 2022, at 30/23 State Circle.

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.

Advisers: Kelly McMahon (MA. B&D) **Apology:** None

Meeting commenced 4pm.

1. Minutes:

Resolved: Minutes of ECM 136, 11 April 2022 be accepted as circulated.

2. Roof Contracts (#25A) a. Project Progress no start date known; contractors have been onsite. Patrick Roberts (Open Principle Architects), Andrew Kelly (Advanced Building) and (MA. B&D) working to formalize a schedule of works to share with owners.

b. Letter to Co-owners: PP/MA to draft & issue a formal letter to update owners on progress on this and Waterproofing projects et.

c. Solar Issue: (#25B): PP to provide copies of both proposals to PR. PR to follow up progress with Everen Pty Ltd & report to next ECM.

3. Waterproofing Priority Prototype Project (#214) a. Project progress Patrick Roberts (Open Principle Architects) is awaiting formal contract documents. **Actions:** If consistent with ECM 136 approval, MA to execute contracts. Any significant variations to be referred for ECM approval out of session.

b. Finance/ Special General meeting etc. Preliminary investigations underway but deferred pending outcomes of Manteena prototype project above.

c. Letter to Co-owners: PP/MA to draft & issue a formal letter to update owners on progress on this and Roof contracts above.

4. Budget & Priorities.

a.Liquidity: Noted: Liquidity position has improved due to owners paying contributions early; special thanks to those owners efforts.

b.Priorities Table. (circulated separately over Easter: **Resolved:** Note the schedule and meet again late May/ early June to consider in more detail. Meanwhile, agreed to progress out of session where possible:

- 1) **Contractors Register:** Review Strata Mgt Agreement in detail.
- 2) **Corporate Register:** Welcome Letters, S.119s, Webpage etc.
- 3) **Budgets:** Expedite development of Cash budget
- 4) **Access/ Keys Register:** Review outstanding audit & Registers
- 5) **Maintenance Plan:** Expedite development for compliance.
- 6) **Insurance & Claims:** Review market, claims & broker options
- 7) **Unit Plan Audit Appointment:** Expedite with MA.

c.Budget Review. Resolved as below:

- 1) Note tabled spreadsheet Re full year forecasts (Col.G) showing cash

for Admin Fund remains sound, if we don't hire Bld Mgr as budgeted.

- 2) Discussed largest cost variation, Insurance premium & financing.
- 3) Noted that reconciliation of "consultancy", plumbing, Insurance claims, etc is ongoing, including prior years comparisons.
- 4) Noted that both Water & Energy are at historic lows,
- 5) DC contact will assist building cash-flow spreadsheet for the EC.
- 6) More time needed to complete Sinking Fund projection. Liquidity good, given Roof variation & Manteena Priority project estimate.
- 7) Agreed to reconvene to review all major contracts for savings and
- 8) Finalise budgets for investigation of financing of future works.

5. Other Business: Reviewed outstanding matters with MA and **Resolved:**

#8: 15/19 - MA. B&D advise that there is no current water leakage issue, the Chair is happy to speak with new owner. Plumber to re-investigate if unresolved.

#8A/#109: 116/21/ASD Study: Noted PR to coordinate with remediation project.

#104 Waste Compliance: Deferred due to priorities.

#123: Access/Key audit: Deferred due to priorities.

#156: Temp. Ceiling repairs in place (x4) pending decisions by general meeting.

#162A: Fusion Claim (2021) - (MA. B&D) to expedite and report on delay.

#165: Recycling Bins. Replacement (x4), plus towing modifications by R&M.

#176: EV Chargers: Trickle charging via owner meters approved & operational. **#176A: EV Charging:** Emerging Policy issues to be pursued with ACT Govt.

#192: Claim for reimbursement: MA, B&D to communicate that in the absence of prior consultation, investigation and proper reporting, OC denies responsibility, but given holiday period communications/ delays, the tendered Plumbers invoice will be paid as a good will gesture without setting precedent. (MA. B&D) follow-up.

#199: Pet Approval outstanding. MA, B&D to review and report.

#200: Book Recycling Shelves L19, Basement: Resolved.

#206: Water 209/23: MA, B&D ensure covered by Roof insurance, report back.

#208: Corp Register: Welcome letters, Webpage etc: MA, B&D review?

#209: Balcony gardens pruning (front). No action - unit owner responsibility.

#210/211: Basement use, behavior : Lift Notice agreed seeking co-operation.

#212: Queries/Concerns/Requests. (x9): MA, B&D, to draft advice/ replies for the EC's consideration prior to sending to the owner.

#213: Balcony balustrade paint: Deferred, Due '26; Consider at May/June ECM.

#215 Term Deposit Reinvestment – delegated to PP and MA. B&D.

6. Other Business

Resolved: Members agreed to schedule next meeting ECM #138, on return of PP, DC & LO from leave in May, and consistent with completion of Cash Budget development. Meanwhile, significant matters requiring decision (Roof Contracts, Manteena project, etc) be decided on an out-of-session basis.

Meeting Closed, 6 pm.

Paul J Perkins, chair, 6 May 2022