

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 144
MINUTES

Tuesday, 21 February 23, 10am-12pm.
Apartment 204, 19 State Circle, Forrest.

Attendance:

Executive Members: Dermot Casey (DC) 204/19 Acting Chair, Gaye McDermott (GMcD) 203/17, Linden Orr (LO) 204/19. Kim Farrant (KF) 23/21, Geraldine McGregor (GMcG) 12/17.

Bright & Duggan (B&D): Virginia Sinlao (VS).

Apologies: Peter Ford (PF) 115/21

Meeting opened at 10.05am.

1. Minutes & Matters arising:

- a) **Resolved:** Accept minutes of ECM143, 24 November 2022, as circulated.
Action: VS to circulate to owners, & post to Stratamax portal and CHA webpage.
- b) **Noted:** Update on progress of water testing in relation to action list #8 and #231. OPA/VS liaising with owner Unit 109 for testing of balcony to allow completion of assessment report.
- c) **Noted:** Work complete on remediation of balcony 115 action list #38 (Manteena project). Awaiting OPA final report and full costings of 'open book' proof of concept.
- d) **Noted:** still requiring confirmation from EPC solar that certification of solar replacement has been approved and rebates in place. (Item #25B)
Action: VS to follow up with EPC. VS to confirm and report on backdating of feed in tariff and investigate ongoing maintenance. VS to investigate cleaning of panels via maintenance provider.
- e) **Action:** VS to circulate to members *ECM Work Calendar. Draft for discussion- 20Nov22*
- f) **Noted:** Issues regarding water leak to #23/21 during remediation of #115. Remediation complete. **Action:** VS to report outcome and final costs out of session.
- g) **Resolved:** EC needs to have clearer understanding of outstanding water issues.
Action: DC to organise briefing from PP.
- h) **Noted:** Recent break into owner cage and items stolen. CCTV provided to police.
- i) **Noted:** new member details yet to be updated due to resignation of two existing members and need to attempt to recruit new members.
- j) An EC member raised issue of how UP records are maintained. This is discussed below at Item 7.

2. Governance: New Committee.

a) Election of office holders:

Resolved: GMcG to be Secretary, noting that she will not be minute taker.

Resolved: DC to continue to act as Chair and Treasurer pending engagement of potential new committee members.

Resolved: All out of session decisions to require majority decisions. VS to note.

Resolved: Defer determination of honoraria until next meeting.

Resolved: DC and GMcG to pursue discussions with owners who have expressed an interest in joining committee.

b) **Resolved:** a vote of thanks to PP for his role in leading the EC over 3 years.

Noted: that JH had resigned from committee in anticipation of selling.

3. Roof Replacement Insurance Contracts (#25)

- a. **Overall roof replacement. Noted:** completion reports from OPA, as EC oversight consultant. ABS work undertaken to a high quality.
- b. **Noted:** Resolution of responsibility for costs of new vents being resolved between CHU, ABS and OC. Likely cost to OC circa \$8000. Overall costs to OC remain under the estimated costs at commencement of roof remediation project.
- c. **Damage to units:** Still in progress but unsure if all reported damage, especially external fitments, has been resolved. **Action:** VS to report to next ECM or sooner if issues still need resolving.
- d. Garden Boxes (#25A): **Noted:** Most have now been repaired. **Action:** VS to report progress to next ECM.

4. Waterproofing Priority Project

- a. **Manteena Project update.** Now that 'proof of concept project' on remediation #115 is completing (subject to OPA report back) **Resolved:** That note be taken of the WPA report on possible scope and costs of using this approach in remediating other water leaks but that more detailed individual consideration be given to priorities when members had familiarised themselves with the report. **Action:** VS to circulate WTP report 'commercial in confidence' to EC members.
- b. **Draft Scope for Major OC project (#293)**
Resolved: Defer project name and better communications until EC members have considered the report and other information arising from further testing.
Resolved: Authorise payment to Quantity Surveyors WTP Australia Pty Ltd \$3650 + gst. **Action:** VS.

5. Treasurers Report

- a. **Resolved:** that the statement of financial position and performance for the period ending 31/10/22 be accepted.
Resolved: That members would review report and identify items that may have been wrongly attributed to Administrative rather than Sinking Fund and that a consultancy category would be included in sinking fund accounts. (**Action:** Members, VS)
- b. **External Audit 2021-22 (Kelly Partners) #290):**
Noted: That audit Report for 2021-22 is available and **Resolved:** that report be circulated to members for information. (**Action:** VS)

- c. **Cash Budgeting Model (#218):** Noted that financial information has been provided for input. **Action:** DC to report back when 'Beta version' is ready for members consideration.
- d. **Resolved:** to accept the CHU Residential Strata insurance quote of \$72,953.90 for forthcoming year, noting this is an increase but within the budgeted amount of \$80000. It was further **noted** that the standard excess is \$5000 for all claims and \$10000 for water damage excess.

6. Building management

- a. **Noted:** A discussion paper regarding land usage on residential properties within the Australian Capital Territory which excludes commercial lets such as Airbnb. **Resolved:** that a new rule be prepared for consideration by owners at the next General Meeting which makes clear that such usage is not permitted. In the meantime the MA will write to owners outlining the proposal for a rule change in line with ACT zoning. (**Action:** VS, PF (draft))
- b. **Noted:** That the OC does not currently have a contract with B&D and will incur a 5% fee supplement on management fees. **Action:** VS to circulate proposed contract to members for consideration.
- c. **Use of Balconies:** an information paper was considered outlining some of the challenges arising from the remediation of #115 balcony and risks that could arise from damage to waterproofing membrane and checking of outflows. In addition there are issues arising from use of pots and potential weight bearing of tiles. Agreed that owners be made aware of their accountabilities for balconies. **Action:** VS to draft a notice to owners for consideration of committee.
- d. **Resolved:** to accept quote from QMax for replacement of failed water pumps in basement (\$5010 ex GST)

7. Other Business:

- a. GMcG reported on an incident arising from a contractor spraying the lawns with an unknown chemical that affected their breathing as well as making some pets ill. VS reported that MA must be informed of all chemical spraying so that notice can be given to residents. **Action:** GMcG will provide information to VS for follow up inquiries.
- b. An owner has asked what the protocol is for raising issues or reporting problems. **Action:** When people make inquiries/requests of EC members they should be advised to refer these to VS in writing, in first instance, to ensure a record is made.
- c. The issue of a knowledge management system to support continuity of EC knowledge and records availability was discussed. DC reported that he had discussed with previous chair how transfer of electronic and other records might be facilitated. It was **agreed** that the primary maintenance of records should be responsibility of MA but that this would require protocols for EC members in ensuring that relevant documents are always made available to them. **Action:** KF will provide a proposed protocol to support a 'knowledge management system'.

8. Next Meeting. Tuesday May 2, 2023, 10am

Meeting closed 12.05pm.

Dermot Casey, Acting Chair.

23 February 2023.