

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 145
MINUTES

Tuesday, 2 May 2023, 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) 12/19, Peter Ford (PF) 115/21

New Members: Janet Hirst (JH) 102/17, Nissanka Dasanayaka (ND) 6/17

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

Meeting opened at 10.00am.

1. Minutes

- a) **Resolved:** That Ms Hirst and Mr Dasanayaka be accepted as members of the Executive Committee UP3259.
- b) **Resolved:** Minutes of ECM144, 21 February 2023, as circulated be accepted, noting that KM had not agreed as stated in minutes at 7 c. to provide a proposed protocol to support a 'knowledge management system' - rather KM wanted to discuss meeting protocols.
- c) **Action:** VS to circulate Minutes to owners, & post to Stratamax portal and CHA webpage.

2. Matters arising

- a) **Noted:** VS advised that although EPC completed installation work in November 2022, the SCR (registration certificate) had not been submitted to Evo Energy until 19 April 2023. VS will follow up to ensure that rebate will be backdated.
- b) **Noted:** VS has not yet located ECM Work Calendar for distribution but will distribute the Maintenance Plan. EC noted that further investigation will occur on the state of lighting in the common areas.
Action: VS to circulate to members *ECM Work Calendar*, draft for discussion when available.
- c) **Noted:** VS advised that 3 invoices have been received from OPA, WT and ASD and 4 progress payments from Manteena were made. Will be attributed to Sinking Fund. Estimated at this stage that proof of concept remediation for 115/19 terrace cost circa \$220,000 including consultants/engineering costs.
Action: Review reports to establish confidence in breakdown of costs for future pricing/budgeting.
- d) **Noted:** Members noted that the WTP Quantity Surveyor report has yet to be distributed. **Noted** that the estimated costs for remediation work per metre are consistent with costs for 115/19 proof of concept costs but outline a larger project scope than is not under consideration at this time.

Action: VS to distribute to members, but given that tendering is occurring, report should remain confidential at this time.

- e) **Noted:** CHU has agreed to include costs of replacement of all roof vents as part of insurance claim (less those that ABS acknowledged were damaged during roof replacement). No additional costs accruing to OC.
- f) **Noted:** CHU looking for confirmation that roof claim can now be closed. VS to review any issues outstanding and advise EC of proposed response before submitting response to CHU.
Action: VS to liaise with CHU on sign off process, noting confirmation still sought from one owner on damage to planter boxes.
- g) **Noted:** Audit completed and UP3259 compliant.
- h) See Agenda 8a.
- i) NFA at this time. Will consider later.
- j) See Agenda 8c.
- k) **Noted:** see Minutes correction above. NFA at this time.

3. Governance: New Committee.

- a) **Resolved:** see above 1 (a)
- b) **Deferred:** VS advised that it is for the EC to decide whether and in what form remuneration of members should receive honoraria, noting the current practice of an amount to be deducted from levy fees.
- c) **Noted:** DC advised members that they could have key fobs allowing access to all buildings via B&D if required.
- d) **Resolved:** To defer this item.

4. Roof Contracts

- a) (i) See 2(f) above. VS informed members that it was important to differentiate between the CHU storm damage insurance matter (Manteena 1) and other water issues needing resolution (Manteena 2) in determining insurance matters -storm damage v building failure. JH reported that her unit had water in the hallway and was advised that the leak was related to the roof. She was advised that the damage caused by the leaking water (painting and plastering) would be done (over 12 months ago) but she still waiting. VS noted that she was at present checking any outstanding issues associated with storm damage and would check this. VS also noted that EC should undertake an audit of current water ingress issues, particularly of apartments with temporary trays as they could pose a mould risk. **Action:** DC & VS to follow up.
(ii) see 2(a) above.

5. Waterproofing Priority Project

- a) Manteena Project update-Prototype project Unit 115. DC spoke to the report previously circulated. He provided a brief history of the strategy behind the remediation works that was undertaken and the recommendations as to why

OPA advised that this was the only option; the purpose of an open book contract to establish greater knowledge of construction and failure points of building; and recommended actions for remediation. PF (as owner) briefed members on the project from his perspective. GMcD requested that going forward we needed to establish a wider 'advice group'. Notwithstanding these comments, Members noted that the completed remediation had been to a high standard and OPA had undertaken diligent supervision. **Action:** VS to advise on other possible providers.

- b) Members noted the investigation report previously circulated and that it identified three areas of concern: Failure of building waterproofing in a unit shower, which B&D advise is the OC responsibility; damage to both units below first floor terrace arising from water ingress issues similarly identified in remediation of Unit 115; and possible water ingress from adjacent eastern and western walls due to waterproofing failure at ground level. Members were also briefed on temporary measures in place to limit ongoing water ingress whilst permanent remediation plans settled. Noted that possible water leakage in window settings for ground floor unit may require advice of specialist window provider. **Actions:** DC and VS arrange to organise meet with OPA and 6 Star Plumbing to get a clearer picture of current water ingress issues and their history.
- c) DC advised of some work he had undertaken with assistance of former chair to identify the range of issue identified over recent months, to look for similarities in the ontology of the events. This might avoid unnecessary costs of investigations. This activity required further input which would occur in discussions with OPA and 6 Star.
- d) VS advised that in respect of investigations in block 19 (at 5b. above) the OC had insufficient funds for remediation as carried out for Unit 115 and as recommended by OPA. EC requested that VS to provide advice of possible future funding options. The members noted that obtaining further funds would require the agreement of the OC.

6. Treasurers Report

- a) **Resolved:** to note end of April financial Report.
- b) **Noted:** DC reported that work on an excel financial reporting tool is progressing but electronic reports for last three months not received. VS advised that she had sent them but would check and resend. It is proposed that reporting too many low costs line items.
- c) **Agreed:** that VS and GMcG will locate current service agreements for large expenditure items-gardening and cleaning- and review outputs and cost and advise back.

7. Approvals

No matters to consider.

8. Other Business

- a) PF advised members to ignore his previous advice on rule change because he had found that current rules cover circumstances regarding this issue. It was **agreed** that VS & PF would draft a Rule Infringement Notice to owner, advising that they may be in breach of UP3259 Rules, in that it appears that they may be using an apartment from time to time for short term Airbnb lets. Such usage would be in breach of UP3259 rules and ACT planning provisions. **Agreed:** VS to send copies of previous letters regarding excess noise to JH.
- b) See 2(i) above.
- c) KF advised that she was to attend a mediation conference in tribunal following claims from tenant arising from water ingress to her Unit. KF advised that she considered that the OC holds responsibility for this event, as well as contractor undertaking work that resulted in significant water ingress. Members **noted** her advice and requested that she come back to EC after the mediation had been undertaken for consideration of the outcome.

9. Next Meeting.

Thursday June 8, 2023, 11am- 204/19 State Circle

Meeting closed 12.15pm.

**Dermot Casey,
Acting Chair UP3259**

10 May 2023.