

Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 143
MINUTES

Thursday, 24 Nov22, 11am-1pm.
Apartment 204, 19 State Circle, Forrest.

Attendance:

Executive Members: Paul Perkins (PP) 30/23, Chair & Treasurer, Gaye McDermott (GMcD) 203/17, Peter Ford (PF) 115/21, Dermott Casey (DC) 204/19, Linden Orr (LO) 204/19. Kim Farrant (KF) 23/21 (via Zoom facility), Geraldine McGregor (GMcG) 12/17, Jennifer Heaney (JH) 28/23.

Bright & Duggan (B&D): Virginia Sinlao (VS). **Open Principle Architects (OPA):** Patrick Roberts (PR) & Emad Eeessawy (EE)(item3 & 4 only).

Meeting opened at 4.05pm.

Resolved: Note chair's advice of late circulation and tabling of "attachments" and papers. and agreed to defer for detailed consideration at a later meeting.

1. Minutes:

a.) **Resolved:** Accept minutes of ECM142, 19 October 2022, as circulated.

Action: VS to circulate to owners, & post to Stratamax portal and CHA webpage.

b.) **Resolved:** Note draft minutes of AGM, 24 October 2022 as circulated to owners.

Action: VS to post to Stratamax portal & CHA Webpage.

c.) **Resolved:** Update and correct CHA Webpage (Attach't #2) to include correct meetings details and updated members CVs.

Action: VS: Provide details via WO to Technowand.

2. Governance: New Committee.

a. **Introduction & welcome of new Executive members,** Kim Farrant, Geraldine McGregor & Jennifer Heaney. Continuing members are Paul Perkins, Peter Ford, Gaye McDermott, Linden Orr & Dermot Casey.

Resolved: Update Webpage with CV and photo of new members.

Action: All exec members provide CVs & photos via VS to Technowand.

b. **Code of Practice, Delegations, Out of Session Processes.** (Attach't #3)

Resolved: to continue delegation rule for chair, Treasurer and MA to action urgent & budgeted items subject to report for minuting at next meeting.

Resolved: All members commit to the Executive Code of Practice as tabled.

Resolved: Continue with chair as contract point of contact with strata manager (SMA, Cl. 6.d).

c. **Appoint officers: chair, treasurer, secretary.**

Resolved: to appoint P Perkins as chair and Treasurer but defer other executive appointments to next meeting pending members considering specific position requirements. Meanwhile committee operations to continue with existing authorities and delegations duly minuted.

- d. **Remuneration/ Honoraria.**
Resolved: Defer determination of honoraria til next meeting.
- e. **Meetings/Work Calendar. (see also Attach't # 4)**
Resolved: Agree to bi-monthly Executive Committee meetings on second Tuesday of month, 4pm to 6pm but allowing for 7 days notice & individual circumstances where possible. Meeting attendance in person or via Zoom or phone; Special meetings as required & agreed beforehand.
Resolved : continue Out-of-Session processes requiring a) written proposal, b) agreement of all members or referral to special meeting (majority rule).
Resolved: Agree special January meeting for setting calendar work priorities, executive position appointments, honoraria, etc.

3. Roof Replacement Insurance Contracts (#25)

- a. **Overall roof replacement. Resolved:** Note effective completion. PR-OPA inspection completed, report pending.
- b. **Damage to units:** In progress . **Action:** VS to report to next ECM.
- c. **Garden Boxes (#25A): Resolved:** Note cost share approval with CHU (ECM142) and commencement by CHU contractor Ace of Trades, still delayed due to weather. **Action.** VS to report progress to next ECM.
- d. **Solar System (#25A, #291) Resolved:** Note Solar contractor assurances that system is energised and working, but note PP concern that diagnostic/ analytic App not yet usable online. **Action:** EPC Solar to provide online access guidance and quotation for 3 year Mtnce contract including operational analysis and periodic reporting. Consider next ECM meeting.

4. Waterproofing Priority Project

- a. **Manteena Project update, etc (#214). Resolved:** Minute O-o-s authorisation of progress claim #2,\$56,190 incl gst, but note payment delayed re ABN number. **Action:** VS to expedite and report.
- b. **ASD (Mal Wilson) structural review (#252)**
Resolved: Note positive final inspection 22 Nov. **Action.** VS circulate report.
- c. **Draft Scope for Major OC project (#293)**
Resolved: Note diagrams tabled & scope excludes ground slab & basement works. P Roberts-OPA tabled papers.)
Resolved: Defer project name and better communications to next meeting.
Resolved: Authorise OPA to accept cost estimate from Quantity Surveyors WTP Australia Pty Ltd \$3650 + gst. **Action:** PR-OPA, VS.

5. Treasurers Report

- a. **Liquidity, Debtors etc.**
Resolved: Note Receipt of Monthly Status Report for October 2022 and PP advice of comfortable liquidity position at 22Nov22. Debtors position good with several payments in advance and no major delayed payments.
- b. **External Audit 2021-22.(Kelly Partners) #290):**
Resolved: Note PP & VS advice re progress of audit. **Action:** PP & VS meet with auditor & report to next ECM or out of session as required.
- c. **Cash Budgeting Model(#218):** Noted Still Pending. **Action:** VS, DC facilitate data download in spreadsheet format

6. New Proposals & Approvals since last meeting

- a. **Resolved:** Note the tabled paper “...Action Items/Approvals, PP 23Nov22.”, including items noted separately above, and record decisions:

#8, Water Leaks 15/19: Authorise (O-o-S) OPA investigation and directed early meeting with owner. **Action:** VS, EE-OPA, expedite.

#60, Water Leaks 23/21: Noted broker advice that insurance claim is not accepted, Authorised urgent (O-o-S) make safe repairs, further investigation, OPA, urgent permanent repairs, Including carpet, walls and bed, Partum Projects; estimated costs to be charged to Admin Fund, given cost share project with Manteena may have contributed. See also #252. **Action:** VS report outcomes & costs to next meeting.

#109, Ceiling leak 116/21: Noted tenant record as tabled of daily water volume via temp tray.

#183, Water Leaks 31/23: Temp repairs approved (O-o-S) for ceiling tray, false ceiling etc, 6 Star Plumbing, est cost \$4000.

#229, Electricity Bill: Resolved: Authorise payment under protest of (\$5,700) first bill (1 July-30 Sept22 (Energy Australia) received 23 Nov. No allowance for solar energy, and net cost is almost 3 times last years account. **Actions:** 1)VS arrange payment under protest, & check with Group scheme provider asap. 2) PP analyse Yr on Yr costs & energy - Solar analytics and EVOENERGY data available (see 3.a. iv. Above).

#231, Water Leaks 12/19: Authorised (O-o-S) further investigation, OPA, Partum Projects.

#259, Water Leak 30/23: Insurance claim accepted by CHU. Authorised (O-o-S) investigations and temporary repairs to outside terrace drainage and seals. Separate claim from Partum Projects approved, \$2,986. Repairs to damaged unit property still pending. **Action:** VS to report on remediation and costs total, (CHU & OC) for next meeting.

#264, #279, Reimburse for damages during Manteena project: Authorised 2 payments of \$282 (plumbing) & \$60 (food spoilage) by credit to owners Levy account. **Action:** VS expedite actions as agreed, but delayed by B&D, & report when complete, with explanation.

#278, Lock safe theft, illegal entry & private property theft (#281): Noted PP and Blitz reports (O-o-S) and authorised urgent Key safe replacement, Blitz review of CCTV data and restoration of online access delay. No police request for data as yet.

#283, Street Signage, Approve Reimbursement toLevy account 205/19, \$20.65. **Action:** VS to action.

#291 Solar cage keys, Approve Reimbursement to Levy account 30/23, \$55.90. **Action:** VS to action on provision of documents by PP.

7. Ongoing/ Outstanding Priority Issues.

A number of issues of greater and lesser import and priority were included in the tabled paper “...Action Items/Approvals, PP 23Nov22”. Apart from those numbered and determined specifically in this meeting, those remaining items in the paper above (in heavy copy) as well as functional priorities set out in the tabled attachment #4 (“...ECM Work Calendar 2023. Draft for Discussion. Revised 20Nov22.”), were deferred for consideration either out of session or at the next meetings. **Resolved:** Defer all other items or issues pending or outstanding, for consideration at the next executive committee meeting (ECM), to be arranged as early as possible after the holiday break.

8. Other Business:

- a. B&D holiday office shutdown: **Noted:** VS advice of office shutdown from noon 22Dec22, reopening 11Jan23 and contact arrangements including referrals to our electrical and plumbing contractor.
- b. Christmas Party under the Oak: **Resolved:** Committee host a community gathering weather permitting , lunchtime on 11 or 12 December. Residents self cater. **Action.** PP Lift Notice, org etc.
- c. Leave of absence, Paul Perkins: **Resolved** to note PP’s for leave of absence for 3 months due to urgent medical treatment and **Agreed:** executive member Dermot Casey’ appointment as chair during absence. The committee extended best wishes for a speedy recovery. **Action:** PP, VS, DC arrange handover noting PP will assist with records, registers, etc as possible.

9. **Next Meeting.** Deferred for Out of session decision, see item 7 above.

Meeting closed 6.05pm.

Paul J Perkins, Chair.

29 November 2022.