Capital Hill Apartments, UP3259.

EXECUTIVE COMMITTEE MEETING # 140

Tuesday, 13 September 2022.

At Chair's apartment, 30/23 State Circle, socially distanced.

MINUTES

Attendance: 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, from 4.50pm..
Bright & Duggan: Virginia Sinlao (VS) (appointed Managing Agent).

Meeting commenced 4.05pm

1. **Minutes:**

   Resolved: Minutes of ECM #139, 9Aug22 be accepted as circulated. **Action:** B&D circulate to owners/ agents & upload to Stratamax portal and Owners Website

2. **Managing Agent** (#230)
   a) **Noted** advice of new Bright-Duggan appointment of Virginia Sinlao as our Managing Agent, with Emma Cutts assisting, confirmed by circular letter from Andrew Terrell, acting ACT branch manager.
   b) **Record** Special thanks to Emma Cutts for assistance during transition**.**
   c) **Noted** verbal advice of commencement of new ACT Branch Manager.

3. **Roof Contracts**
   a. **Insurance Contract.** (#25A).
      Resolved:
      i. **Note** Progress with all roof work expected to be completed by 23 Sep22, including crane lift of replaced materials and our architect (PR-OPA) inspection.
      ii. **Note** Roof Safety Plan V2 is installed & in use. It includes new hatch guardrail assemblies & excludes static line facilities, but at some temporary inconvenience re TV reception. The expected cost variation claim of $7,500 has been withdrawn. System Certification is pending.
      iii. **Note** that the insurer has agreed to include custom made flashing fitted to the front L Brackets on All buildings.
      iv. **Note** that the contractor is replacing damaged large Exhaust covers.
      v. **Note** the disputed Claim for (Building approvals $10,000+).
      vi. **Note** that Garden Boxes Repairs remain unresolved with the Insurer.
      vii. **Note** that the contractor expects to commence Stage 2 – Damage to units, before end September.
   b. **Kliplok Variation contract** (#25A)
      Resolved:
      i. **Note** Progress (3.a.i) above, with completion of all flashings, cover trays and safety features, before end September.
      ii. **Note** that the amended contract was executed and the first Progress Claim of $22,070.40 paid as agreed at ECM#139. A final Progress Claim is expected; total cost expected to be less than $36.480.

c. **Open-book Solar Review.** (#25B).
Resolved:
   i. **Note** Acceptance of EPC Solar proposal after independent review by Everen Pty Ltd and consultation with EPC on layout, capacity and inverter compatibility. No contract variation will be required.
   ii. **Note** revised layout of Solar panels now reduces roof coverage and avoids Static line safety Equipment. Installed kWp capacity will be 39.66, the same as the installed capacity of the old system.
   iii. **Note** Installation & commissioning of Inverters & Analytics of production/ feed-in are delayed but expected to be completed before end September. The cost impact for the 3 month period without solar generation & network feed-in credits is expected to be in excess of $2,000, but still a saving on the $4,000 initial budget.

4. Waterproofing Priority Project (#214)

a. **Note** PP report on Manteena Project. All deconstruction completed but revealed challenges with rust-proofing of wall panel fixings, LV lighting circuitry as well as waters sealing around doors, etc. After expert advice, OPA are amending project scope. Completion is not expected to early October.
b. **Note** that no Progress Claims have been received from Manteena but a variation of $1715.95 (incl gst.) has been approved for LV lighting.
c. **Note** that structural review by ASD (Mal Wilson) has progressed but awaits completion of terrace work before issue of report.
d. **Note** that project delays preclude completion of remediation requirements and Financing options (Special Levy and/ or Strata Loan facility and possible Sinking Fund adjustment), in time for owners decisions at the October AGM. A Special General Meeting will likely be required. **Action**: PP report to AGM.

5. Treasurers Report

a. **Noted** receipt of Monthly Status Report today prevented a full Liquidity & Draft report to AGM. Noted PP verbal advice that liquidity was positive, debtors were lower than usual. Requested accounting adjustments had not been actioned. **Action**: VS.
b. **Agreed** to defer 22-23 Budgets &/Levies to a special Executive meeting on 27 September at 4pm in Chairs residence, or via Zoom. **Action**: VS,PP .
c. **Noted** that staff changes at B&D and PP involvement in major project activity have delayed development of the Cash Budgeting Model till next financial year. **Action**: DC, PP.

6. Annual General Meeting

a. **Agreed to note** Draft Agenda paper tabled at this meeting and agree that AGM must be held in October,
b. **Agreed** to finalise, both Budget (5.b. above), Date and AGM Notice at special Executive meeting on 27 September. Decisions will include:
   i. Normal statutory resolutions with explanatory notes
   ii. Appointment of independent Auditor & draft Workplan.
   iii. Rule changes including a) Unpaid levy collection review and approvals. b) owners' maintenance of terraces & balconies, d)

foreshadow Special General Meeting re waterproofing remediation, e) Default Rules, f) Dates for Notice and Meeting. **Action**: VS, PP, PF

7. **Other Business including Approvals**
    a. **Water Leak 12/19 (#8 & #172 & #231):** OPA Audit scheduled, pending.
    b. **Executive Training: Agreed** to fund executive members undertaking strata Management courses in November.
    c. **Water Damage 24/21 (#28):** Accepted OPA recommendations.
    d. **Enquires (#176**:#**212**): Advice from B&D including EV charging pending.
    e. **Water Damage (30/23,#259)**:
        i. Noted Make safe work in unit by CHU/ ABS
        ii. Approved lodgement of Insurance Claim CIB/CHU.
        iii. Approved Investigations by OPA, partially complete.
    f. **Tap leak (115/21, #264):** Approved reimbursement of unit owner for project caused damage $282.00.
    g. **Fence Repair (13/19, #265):** Approved on shared cost basis.
    h. **CCTV resetting (Blitz, #266):** Approved cost of $319.
    i. **Garage Compliance (#267):**
        i. Approved Removal of bulky waste by Contractor R & M
        ii. Authorised charge of $250 for illegal dumping. **Action**: VS
        iii. Authorised letter re pet control and cleanups.
    j. **Header boxes (#269):** Authorised call for quotes. **Action**. VS.

8. **Meeting closed 5.35pm.**

Paul J Perkins, Chair. **22 September 2022.**