Capital Hill Apartments, UP3259.

EXECUTIVE COMMITTEE MEETING #141

Monday, 26 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

PP noted the tabling of late documents covering 1) Garden Boxes (2.a.iii), 2) Certificate of Satisfaction (2.d.), 3) Financial Statements for 2021-22 (4.a.), 4) Budget 2021-22 proposals including detailed briefings on Lift, electricity, Water(4.), 5) Audit Letter & Scope from Kelly & Partners (4.a.).

1. Minutes:

Resolved: Minutes of ECM #140, 13 September, be accepted as circulated. **Action:** B&D circulate to owners/ agents & upload to Stratamax portal and Owners Website.

2. Roof Contracts

a. **Insurance Contract.** (#25A).
Resolved:
   i. **Note** Progress with all roof work expected to be completed by end September, 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; Certification is pending. **Action**: OPA.
   iii. **Note** that the contractor is replacing damaged large Exhaust covers.
   iv. **Note** that Garden Boxes Repairs remain unresolved with the Insurer. Agreed to have B&D survey relevant owners re damage, then decide on agreed number to be filled & painted. **Action**: VS, PP.
   v. **Note** that the contractor expects to commence Stage 2 – Damage to units, end September. **Action**: VS re July survey. PP~CHU re x45?

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 final Progress Claim is pending; total cost expected to be less than $36.480.

c. **Open-book Solar Review.** (#25B).
Resolved to Note Installation of Panels on Bld21 not yet complete. commissioning of Inverters & Analytics of production/ feed-in still expected to be completed before end September. **Action**: OPA, PP.

d. **Certificate of Satisfaction (#214)**
Resolved to note PP advice that certificate referred to OPA for review.

3. Waterproofing Priority Project (#214)

a. **Resolved to note** delay in agreeing technical solution to rusting brackets, Reglets etc. **Action**. OPA, PP.
b. **Resolved to 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 October AGM. A Special General Meeting will likely be required. **Action**: PP report to AGM.

4. Treasurers Report

Considered Tabled reports (PP & VS) and **Resolved**:

a. **Accept** Financial Statements for 21-22 as tabled at ECM140, 13 September22, as representing a true and fair view of UP3259 financial operations for the year, subject to inclusion of a specific note as to impact of cash accounting on results and commitments already made.
b. **Agree** to refer the Statements for independent audit by Kelly Partners, accepting the proposal tabled, dated 26 September 2022, including Audit scope and annual charge of $1,000 + gst. **Action**: VS, PP.
c. **Note** that given the late appointment of auditor, the audit report will not be available for the AGM. Therefore, executive committee and strata manager will action the report on receipt and refer the report to the next occurring general meeting of owners. **Action**: PP to report to AGM.
d. **Agree** to recommend presented 22-23 Budget proposals, with no change in levies for 22-23, for inclusion in final papers for AGM. **Action**: VS,PP .

5. Annual General Meeting

a. **Agreed to note** Draft Agenda paper tabled at this meeting and agree that AGM be held at Eastlake Football Club, Griffith on 24October2022.
b. **Agreed** to authorise draft Notice of Annual General Meeting, Bright& Duggan, 13 September, subject to amendments:
    i. Normal statutory resolutions with explanatory notes
    ii. Inclusion of Chair's and Treasurer's Reports in the papers.
    iii. Appointment of independent Auditor, Kelly Partners with explanation as to delayed reporting.
    iv. Seek approval for executive committee to renegotiate strata management agreement.
    v. Include latest valuation ($48,500,000) for insurance renewal.
    vi. Declarations re Maintenance Plan and Sinking Fund Plan.
    vii. Rule changes including a) Unpaid levy payment plans, b) debt collection processes, c) meetings & voting methods, Rule amendments, d) foreshadow Special General Meeting re waterproofing remediation, e) Default Rules amendments.
    viii. Chair to discuss owners nominations for executive committee.
    ix. Chair to encourage owners attendance in person or by proxy.
    Action: VS, PP, PF

6. **Other Business including Approvals**
    a. **Water Leak 12/19 (#8 & #172 & #231):** OPA Audit scheduled, pending.
    b. **Fence Repair (13/19, #265):** Approved on shared cost basis.**Action**: VS
    c. **Garage Compliance (#267):**
        i. Removal of bulky waste by Contractor R & M pending.
        ii. Authorised charge of $250 for illegal dumping. **Action**: VS
        iii. Authorised letter re pet control and cleanups. **Action**. VS
    d. **Fire Alarm problem (#270):** Approved motor resets and replacement smoke alarm by contractor P&T Fire Services.
    e. **Gas Leak investigation(#271):** Assisted contractor re access etc.
    f. **Next executive meeting:** 24 October after AGM. **Action**: PP, VS.

7. **Meeting closed 5.35pm.**

Paul J Perkins, Chair. **4 October 2022.**