Capital Hill Apartments, UP3259.
EXECUTIVE COMMITTEE MEETING # 135
Monday, 21 Feb 2022.
Minutes

At Chair's unit 30/23 State Circle.
Present: 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.
Advisers: Patrick Roberts (PR) (Open Principle Architects: items 1-3only). Kelly McMahon (MA. B&D).

Meeting opened by chair at 4pm, noting all present as above.

1. **Minutes**
   Resolved: Minutes of ECM 134, 14 February 2022 be accepted as circulated, with correction of Schindler contract amount, at item4.a)i), should have been $19,350.00 + gst pa.
   Noted: Informal meeting of Executive committee on 25Feb22, matters from which are included below, except noting of 22Feb22 meeting with Cambridge Building Management, R Yates (B&D) and PP.
2. **Roof Contracts**
   a. **Execution of Contracts: Noted:** that MA has executed contracts on behalf of UP3259 as approved at ECM 133, 14Dec21 with open book clause re solar panels agreed to in writing. Deposits (2) have been paid.
   b. **Timing, arrangements etc.**: no response from Builder, broker or Insurer on commencement of works, as yet. **Action**: MA to expedite with Insurer & Broker, CIB. **Noted**: Receipt of written unit owner concern over placement of scaffolding, PR advice that early requests had been deferred by builder with suggestion to address and strongly support at post-contract owners meeting. **Action**: MA, PR, PP seek options for scaffolding tower locations.
   c. **Project Supervision. Resolved:** Accept Expert Project Supervision proposal, dated 21Mar22 as tabled, from Patrick Roberts -Open Principle Architects (OPA) ($15,000 upper limit). **Action** MA to issue Works Order.
   d. **Solar Panels:** PR declared interest in verbal proposal from his brother who operates a solar company, to review and advise on alternate proposals (agreed open book negotiation condition). **Resolved:** to receive proposal and in principle agreed to proceed with engagement of Everon(?). **Action:** PR,PP& MA to review detailed Everon proposal.
3. **Waterproofing Priority Project & Rear Terrace Drainage**
   a. PR spoke to Manteena Proposal update; by completing one(1) unit remediation as a priority project, before seeking owners approval to proceed with others, the OC could use existing/available SF money (budgeted at AGM). Benefits include reducing uncertainties in the specifications of work, allow less risk and firmer estimating for other units; preferable for OC, owners and potential lenders.
      i. **Resolved:** Use Already budgeted Sinking Funds to enable priority remediation of one unit terrace, wall panels and rear door sills with ancillary remediation on lower level impacted unit. Such action and intent to be explained to all owners. **Action**: MA, PP

ii. **Resolved:** That unit 115/21 and 23/21 be used for the priority remediation, on basis of advice and length of time subject to temporary repairs. **Note**: PF declared interest and did not participate in discussion on priorities.
iii. **Resolved:** PR to provide contract specifications with an amended price from Manteena for approval out of session. **Action**: PR.
iv. **Noted:** ASD (Mal Wilson) review is pending. **Action**: PR to facilitate.

b. **Noted**: MA & PP advice on financing options & processes, including funding via Special Levy, short and long-term financing via private and institutional lenders. All processes appear simple and available. Independent financial and tax advice for the OC will be necessary.
c. **Resolved**: Special General Meeting of unit owners will be arranged to update as soon as practicable after finalizing advice and priority remediation above.

4. Treasurers Report:

a. **Liquidity: Noted:** PP advice that Admin Fund liquidity is an issue, however quarterly levies which were struck 21/03/22 should correct this. Arrears are known – **ACTION**: PP and MA to follow-up those owners.
b. **Budget/ Priorities Review: Resolved:** EC will hold a meeting early April to discuss Budget & Priorities Review (Ops + Projects). **Action**: PP to arrange Cashflow Budget/ bookkeeping support to upper limit of $1000 to support.
c. **Monthly Status Report problem. Noted:** PP advice that B&D has corrected since with traditional version of the Report issued and in place for future.
d. **Delegated approvals for minuting. Noted**: PP advice that delegations & reporting be deferred to April ECM. Other approvals out of session are included under various headings below.
e. **Reimbursement: Resolved:** Reimburse Treasurer-PP (credit levy account) for payments for materials for handyman jobs (#168: Rear garden step $32.00; #104: External Waste compliance, painting $43.69. Total=$75.69. **Action**: MA.

5. Insurance.

a. **Renewal 2022/23.**
    a. **Resolved** (Out-of-Session), 28/02/2022 to renew the existing policy as proposed by B&D/CIB and authorized payment of $74,043.73 premium on 5 March2022. **Action**: MA.
    b. **Resolved** to alert owners of budget impact and seek cooperation with payment of levies before on when due. **Action**: MA, PP.
b. **Certificate Of Insurance. Action:** MA to update record & copy EC on receipt.
c. **New Insurance Valuation. Resolved** to note QIA valuation of $48,500,000, and that it is sufficiently close to that used for the renewal ($50,078,858), hence no premium adjustment be required.
d. **Outstanding Fusion Claim: Authorised claim submission** from 2021 FY to the insurer asap. **Action:** MA.

6. Other Business

a. Exec membership vacancies deferred to meeting in April.
b. Statutory Position vacancies deferred to meeting in April.
c. Welcome Letter/ Web Access. (#208) problems deferred to April meeting.

d. Out of Session Approvals:
    a. Basement Recycling complaint (#200) noted.
    b. Basement personal goods complaint (#211) pending.
    c. Temp ceiling repairs (x4), (#182+) Kerrigan $4000+ gst.
    d. Path drainage repairs Bld19/21 (#174) 6 Star Plumbing (est $3000+).
    e. Bollard Lighting (#197) Wayne Taylor Do & charge.
    f. Structural Assess't (#8A: Mal Wilson ASD) pending.
    g. CCTV replacement (#201: Blitz) $500 incl gst.
    h. ELS light fittings compliance (#203: Wayne Taylor) $1265.
    i. EMS fittings compliance (#204: P&T) $3365.
    j. Agents request to pay plumber cost (#192: 6/17. #182:8/17). **Action:** MA to expedite plumbers report. EC review O-o-S.
    k. Owners suggestions re terrace maintenance (#182: 105/17) referred for PR and MA advice. Pending.

7. Next Meeting.
Resolved: To meet early April, before Easter. Date to be decided O-o-S.

Meeting closed 5:26pm.

Paul J Perkins, Chair, 27March 2022,