Capital Hill Apartments, UP3259.

EXECUTIVE COMMITTEE MEETING # 149

MINUTES

Monday 18 December 2023, 11.30am-1.15pm.

Attendance:
Executive Members: Dermot Casey (DC) 204/19 (Acting Chair), Geraldine McGregor (GMcG) 12/19, Deirdre Hyslop (DH) 111/19, Sue Chambers (SC) 105/17, Kim Farrant (KF) 23/21, Gaye McDermott (GMcD) 203/17, Janet Hirst (JH) 101/17.
Bright & Duggan (B&D): Virginia Sinlao (VS)

Meeting opened at 11.40am.

1. Minutes

a. **Resolved:** Minutes of ECM148, 8 November 2023, as circulated be accepted.
Action: Minutes to owners, & post to Stratamax portal and CHA webpage. (VS)

2. Election of Office Holders and other roles

a. **Chair:** DC nominated by SC, seconded by GMcG- DC accepted.
Treasurer: There being no volunteers DC accepted continuation in role for now.
Secretary: GMcG nominated by DC, seconded SC- GMcG accepted.
b. Additional roles for EC members- **Agreed** that GMcG to continue with role in reviewing service providers.
c. Future's Planning Group- SC proposed that a small group of owners/residents be established to focus on future issues for CHA community to consider such as Sinking Fund/Maintenance Plan risk assessments, transition to more electricity usage, external lighting review/update, Wi-Fi monitoring in basement etc. **Agreed** that SC would seek out interested participants and would report back in 2024 on suggested priorities for further investigation.
d. Representative to Owners Corporation Network (ONC)- SC volunteered to undertake this role and **agreed** by EC. DC has already established contact with President of ONC and he has reported that two other UPs in Canberra are considering issue of STRs as discussed at recent AGM and ONC may produce a discussion paper on this issue.
e. Update of CHA rules/advice to owners/residents- **Agreed** that a review of current CHA advice booklet being looked at by an owner is timely particularly as terraces are remediated which may have implications for how they are used e.g. large pots, smoking.

3. Matters arising from Minutes of 8 November 2023

a. **Noted:** VS advised that connection of the solar inverters to the control room still outstanding and therefore unable to read electric generation data. EPC Solar have visited site and understand issue of cabling. Yet to be completed. VS to continue to liaise.

b. **Noted:** Engagement of EVO Energy regarding supply capacity to be considered by Future Planning Group and referred to sub sequent EC.

4. Matters arising from AGM 28/11/23.

a. **Noted:** Minutes of meeting previously circulated by B&D.
b. **Discussion:** Ongoing confusion regarding levy notices being auto generated early from B&D finance system has confused some owners. Advice is that the first instalment of General Levy (GL) (later than usual because of delayed AGM) due 18/12/23. First instalment of Special Levy (SL)due 18/1/24. Second instalment SL currently due April 2024, but EC will consider delaying this early in New Year and advise.
c. **Noted:** Legal advice re short-term letting has been sort from Kerin Benson lawyers as per decision of AGM. Cost estimate is $3000.
d. **Approved:** Engagement of B&D as managing agents for two years as per proposed contract and financial delegations. Clarification on term 'delegation' discussed and members noted that this is managed within agreed protocols and referral back of specific issues for approval.

5. Waterproofing Priority Project

a. Members **noted** that remediation work for 109/19 terrace has been completed and tested. Ongoing work in 15/19 due to be completed mid-January 2024.
b. Members **noted** that the *Water leaks in CHA* paper, that summarises ongoing remediation work to be undertaken funded by special levy. Discussion of lessons learned and contracting approach for next phase likely to involve 3x Terraces contracted in scope, with further works for second half of year. Discussions with OPA concerning need for a revised solution for four currently needing some work. **Noted** that the full remediation of terraces necessitated because they sit completely over units below. This is not the case on second floor. Members to consider paper for discussion in New Year.
c. Consideration of additional waterproofing- Noted DC has discussed with OPA and Partnum that the existing saddles on joints be retained for re-use or re-instalment on completed terraces.

6. Treasurers Report

a. **Resolved:** to note end of November financial Report, noting that the sinking funds balance was greatly reduced due to remediation works but that administrative fund appears healthy.
b. **Noted**: That detailed monitoring of expenditure during the past financial year had identified potential savings and members agreed to accept a revised costing for cleaning services to fortnightly at a saving of approximately $7700 pa. EC has asked for savings estimate that could arise from reducing general waste collection to once per week. In the meantime, will continue to monitor capacity of waste bins to determine if this is feasible.
c. **Noted** that there has been discussion with All Seasons gardeners but that only reduction at this stage has been to reduce the quantum of watering from 30 mins x 3 per week to 15 mins x 3 per week. Need for further negotiations with

gardeners regarding work required e.g. planter boxes and leaf collection in stairwells. **Noted** that All Seasons had been requested to provide advice/assessment of need for tree pruning and the safety of the heritage oak. Garden Club has commenced some improvements to herb garden and will work with gardeners.

7. Building Management

- **a.** **Agreed** that all EC members will familiarize themselves with Building management Plan for further discussions on areas that might need work in 2024.
- **b.** **Noted** that a letter will be sent to a unit owner on behalf of a resident regarding noise nuisance proposing work they could undertake to reduce this annoyance.
- **c.** Members discussed whether the 'monitors system' was working and noted need for someone to undertake this role in 21. GMcG /DC to draw up a schedule of services to be monitored.
- **d.** Supporting update of a CHA website- a tenant within complex with IT skills has offered to assist with defining what is currently being provided by Technowand and whether other strategies might provide the same service at less cost. **Noted** that SC to work with the person, GMcG and VS to define scope for a report back to EC.
- **e.** Members re-iterated the need to have updated information on owners/residents within scope of privacy provisions. **VS to advise.**
- **f.** **VS advised** that members should revisit previous discussions regarding the need for OC to have a laptop to use and store relevant information and not rely on transfer of information from individuals from private devises when they are no longer involved in EC **agreed in principle** but require further research into suitable devise.

8. Other Business

- **a.** There being no other business the meeting concluded at 1.15pm

9. Next Meeting.

Next meeting to be determined in January 2024

Meeting closed 1.15pm.

Dermot Casey,
Chair UP3259 **20 December 2023.**