

UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 82
10th October, 2016

Minutes

Venue: Apartment 115/23

Present: David Campbell (DC), Chairman & Secretary, 205/19; Peter Ford (PF), Treasurer 115/21.

Apology: Horace Saducas (HS), 118/23. Terry Gassner (TG), 12/19.

a. WHS Matters.

No incidents occurred or reports made during September. On 10th October, a broadcast was made throughout the complex that was so faint as to be unintelligible. Some residents thought it was an emergency evacuation order and not the routine monthly test. NFS is investigating; at the very least, the volume needs to be turned up. **Action: DC.**

b. Treasurer's Report.

Funds on hand as of 30th September total \$242,853.41, comprising Administrative Fund \$202,641.23 and Sinking Fund \$40,212.18. Five months after the levy notices were issued, arrears are a disgraceful \$10,844.92. Routine payments were made for window cleaning, pest control, garage door maintenance, water, power, pest birds, lift maintenance, landscaping, fire control maintenance, cleaning and strata management – a normal pattern of expenditure month after month.

A full report will be delivered by the Treasurer at the forthcoming AGM.

Action: PF

c. Landscape Report.

Top dressing and other repairs to the lawns are well advanced; good rains have helped. A replacement Correa dusky bell has finally been planted in the small box on the eastern side of #17. Garden drains still need clearing of leaves and other detritus. Exposed irrigation lines need burying. A contract has been let to prune trees at the rear of the property that are fouling power lines. **Action: TG**

d. Remedial Insurance Work.

We are still in the home stretch which, unfortunately, seems to be extending indefinitely. Not only has the wet weather been a frustration but a recent financial dispute between the principal contractor and his sub-contractors hasn't helped. As discussed last month, under the contract with Remedial Building Services, practical completion was to have been achieved on 9th September. Patently, this was not achieved and we have now entered a field of legal complexity. The Remedial Managing Director is overseas. Also disturbing is that CGU, the insurer, is uncaring. None of this augurs well.

Action: DC

- e. **Correspondence.**

Correspondence during the month was of a routine nature such as the mailing out of AGM agenda and letters to several owners about breaches of Rules.
- f. **Web Site and Lift Notices.**

User statistics are not yet available. Lift notices have been routinely turned over.
- g. **Business Arising from Previous Minutes.**
 - a. **Sinking Fund.**

The new plan will be presented at the forthcoming AGM. **Action: PF**
 - b. **Street Lights.**

These came back on again on 13th September and remain burning brightly.
 - c. **Current Repairs.**

The water ingress problems of apartments, 208/21 and 115/21 await a spell of fine weather before balcony tiles can be lifted and the membrane investigated.
 - d. **Annual General Meeting**

The AGM for Capital Hill Apartments will be held at 6.00 p.m. on Wednesday 19th October at Eastlake Football Club, 3 Oxley Street, Griffith. The agenda and supporting documentation (proposed budgets, etc) were mailed to owners on 29th September.
 - e. **Forrest Residents' Group**

Minutes of the inaugural meeting of this group on 30th August have been received. The principal concern is the proposed extensive development of the Italo-Australian Club site which seems to contravene several important planning conditions. The proposed development replaces the current two story building and open carpark with a large hotel, including 227 hotel rooms, a function room for 500 people and car parking with 297 spaces. The issues raised are obvious.
 - f. **Appearance of Balconies**

The owners of the relevant balconies have been written to and their attention drawn to the applicable Rules.
 - g. **Cigarette Smoke – Building 17**

The owner of the offending apartment in Building 17 has been written to and reminded of the smoking Rules.
- h. **New Business.**
 - a. **Apartment Log.**

The Committee considered the need for an Apartment Log in which to record any unauthorised changes to common property. If non-standard equipment is installed (such as glass of a different strength/colour), then our liability is able to be voided.

At the moment, we're aware of wooden decking and of double glazing having been installed in some apartments including the fact that OC approval/consent for these departures was neither sought nor given. If at some distant time in the future a claim for damage/repair/maintenance of these installations were ever made, Management of the day simply wouldn't know the history. We've several times given formal and conditional approval for awnings and balcony lights. There is record of these in the ExCom Minutes but again in time these details will not be accessed because Management would not know how to dig out the information. Such items should be included in an Apartment Log while we can still remember where the original data is to be found. The Committee agreed to this need and PF volunteered to draft such a Log. **Action: All**

b. SEDA Contract

Our contract with SEDA has been renewed. SEDA provides maintenance services for our common property air conditioners and basement extraction fans.

c. Exhaust Trunking Caps

A cap over the exhaust trunk of Building 21 was installed under the builders warranty insurance program. A quote has been received from Leith Tate Prometal Service for the other buildings to be taken in hand at a cost of \$10,890.00 which the Committee is considering.

Action: DC

d. Water Leaks

Leaks in three apartments are being investigated together with the insurance aspects. The problems range from drainage from balconies on the next level to bathroom flooding.

Action: MA, DC

e. Common Property Door Locks

These doors include basement exits and garbage rooms. After constant usage, the barrels in the locks become loose and that makes extraction of the key difficult. Repair is simple but the Committee can't act unless they are told about it. A relevant News Item will be put on the web site. **Action: DC**

Next Meeting: 14th November 2016 in Apartment

D.J. Campbell
Chairman

11th October, 2016