

**UP 3259 CAPITAL HILL APARTMENTS**  
**EXECUTIVE COMMITTEE MEETING No 83**  
**8<sup>th</sup> November, 2016**

**Minutes**

**Venue:** Apartment 115/21

**Present:** David Campbell (DC), Chairman & Secretary, 205/19; Peter Ford (PF), Treasurer 115/21; Horace Saducas (HS), 118/23. Terry Gassner (TG), 12/19.

1. **WHS Matters.**

TG identified a trip hazard on the path between Buildings 17 and 19. Repairs will be made by a concreting contractor.

No other incidents occurred or reports made in the month to date although a couple of cars have been noticed driving through and out of the garage at high speed and heedless of passing pedestrians. The Committee noted that the ACT Handbook on Traffic Rules states at p. 96:

You must give way to pedestrians when you are leaving private property such as driveways, or car parks, shopping centres and service stations.

The Committee decided to erect a 'give way to pedestrians' sign to be seen by drivers as they exit the garage. An appropriate message has also been posted on our web site. **Action: PF.**

2. **Treasurer's Report.**

Funds on hand as of 31st October total \$224,815.79, comprising Administrative Fund \$184,603.61 and Sinking Fund \$40,212.18. \$100,000 remains in our Investment Account. Administrative Fund expenditure totalling \$33,793.67 during the month was of a routine nature; *pro rata* expenditure is 97%. Levies etc. in arrears amount to \$6,544.86; these are earning interest for us. Levy notices for the period December-May were issued on 8<sup>th</sup> November. Payment is due on 1<sup>st</sup> December.

The Committee reviewed upcoming commitments with significant financial implications:

- Rain heads - \$14,315.00 (incl GST)
- Basement lighting upgrade – about \$34,000
- Exterior painting balance – possibly \$11,000
- Exhaust trunk caps - \$10,890
- Sundry balcony waterproof issues – unknown at this stage; dependent on insurance cover
- Solar panels – subject of separate consideration.

Specific provision is made in the Sinking Fund for rain heads and painting but matters like the exhaust caps have arisen since the budget was drawn up and approved at the AGM. The Committee decided to proceed with the rain heads (although the contractor is not available until January) but to defer the exhaust trunk caps and basement lighting, probably into next financial year. (However,

individual neon lights will be upgraded as they fail.) The contractors would be advised and kept informed. **Action: DC**

It was noted that there is a number of relatively minor maintenance tasks that, in the aggregate, also amount to a significant figure. Reasonably foreseeable provision for these contingencies is made in the 2016-17 budget but whether that is sufficient remains to be seen. There is a strong case for a significantly larger provision for contingencies in future budgets and for a more disciplined approach in drawing up future budgets, perhaps including a special Budget Meeting that would include representation from City Strata. **Action: All**

Despite all the remedial work that was achieved in the recent insurance program, defects and breakdowns will always continue to arise. A perennial concern is failing waterproof membranes but other problems, by their very nature, cannot all be foreseen.

3. **Landscape Report.**

It has been a busy month, especially with the advent of spring and the departure of the remedial contractors. Top dressing and other repairs to the lawns, front and back, are well advanced; good rains have helped. Garden drains have been cleared of leaves and other detritus. Exposed irrigation lines have been re-buried. Trees have been pruned at the rear of the property that were fouling power lines. Acorns have sprouted in the lawn beneath the oak trees outside Building 23 and have been uprooted.

The state of the nature strip remains a concern. It is not our property but its appearance reflects on the Apartments. Weeding, seeding, fertilising and hand-watering are all needed. The Committee has a watering roster but would welcome participation from other residents. Further, whenever the hoses are out, the opportunity will be taken to wash away the bird droppings that foul our new paintwork. **Action: TG**

4. **Remedial Insurance Work.**

With a last minute flurry of activity at the end of October, this program has been declared as essentially complete. It has been a long and very difficult 13 months but well worth the effort. Residual activity includes final reconciliation of billings (especially with regard to exterior painting), recovery of all the keys and devices that had been lent to the contractors and review of the state of the footpath cats' eye lighting. **Action: HS, DC**

5. **Correspondence.**

Correspondence during the month was of a routine nature. A letter of welcome (and a list of Q&A) has been sent to the new tenant in 24/21. (The Committee write to new tenants, the Managing Agent to new owners.)

6. **Web Site and Lift Notices.**

There were 1,856 visits from 483 visitors to our web site and 235 visits to the Owners' pages during October. Items in News and Community Notice Board on our web site have been posted and lift notices routinely turned over. A minor amendment has been made to the Apartment Manual. Plastic sleeves for all public notices on walls and doors have been renewed.

7. **Business Arising from Previous Minutes.**

**a. Current Repairs.**

The water ingress problems of apartments, 208/21 and 115/21 await further investigation by the insurance assessor. **Action: MA, DC.**

**b. Annual General Meeting**

The AGM for Capital Hill Apartments was held at 6.00 p.m. on Wednesday 19<sup>th</sup> October at Eastlake Football Club, 3 Oxley Street, Griffith. Action arising is in hand.

**c. Forrest Residents' Group**

Minutes of the inaugural meeting of this group on 30th August have been received.

**d. Apartment Log.**

This remains a work in progress. **Action: All**

**e. 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. As noted above at Item 2, though, we will defer this probably into next year. **Action: DC**

**f. Water Leaks**

Leaks in two apartments are being investigated together with the insurance aspects. A new and serious concern is leaking balcony planter boxes. Five of eight were repaired with the insurance work but the worry is that the remaining three are now beginning to display problems. The balcony of 205/19 looks like a snipe marsh. Investigations continue. **Action: MA, DC**

**8. New Business.**

**a. Garbage Collection**

The blue garbage bins were not emptied by the contractor, Suez, on 3<sup>rd</sup> and 10<sup>th</sup> October because Ecowise was connecting power to the construction site behind us on Melbourne Avenue, blocking access for the garbage truck. No apology has been received from either party for the inconvenience caused. Incidentally, Ecowise has admitted being at fault in parking on our lawn and has apologised for that, at least.

**b. AirBNB**

The Committee had previously discussed AirBNB in February 2016. AirBNB is a well-known website for people to list, find, and rent lodging. On balance, the Committee regards it as close to a commercial accommodation business, which is inconsistent with our essentially residential character and legal status. Practical matters include the difficulty of maintaining the legally-required Corporate Register and controlling security swipes and remotes.

Recent legislation proposed in NSW that would permit BNB-type arrangements in strata developments has further worried the Committee, given the propensity of the ACT Government to follow NSW's lead in strata matters. The Owners Corporations Network, of which we are a member, is representing our concerns to the appropriate ACT authorities and the Committee is monitoring these developments with close interest. **Action: PF**

**c. Hot Water Leaks**

Leaks have recently been observed in several hot water meters and subsequent inspection of all of them resulted in the Committee's decision to replace the seals in all 63 meters. This was carried out between 24<sup>th</sup> October and 2<sup>nd</sup> November.

**d. Privacy Policy**

A recent Administrative Appeals Tribunal ruling in Queensland prompted the Committee to review our privacy policy and practice. We are satisfied with both although we will tidy up the wording of our comprehensive Privacy Policy that is posted prominently on the Information page of our web site; for example, since 2014, the National Privacy Principles are now the Australian Privacy Principles.

We are of course subject to the *Privacy Act 1988* that regulates how personal information is handled. So, too, is our Managing Agent, City Strata, respectful of our privacy and implements all reasonable measures to safeguard any personal information entrusted to them. **Action: PF, DC, MA**

**e. Street Lights**

Lights on State Circle and Melbourne Avenue are out once again. NCA has been advised and has replied that appropriate priority (whatever that means) will be given to repairs. Stop Press: the lights are now back on.

**f. Dog**

The Committee had given out of session concurrence on 26<sup>th</sup> October for Raj to share Apartment 108/19, subject to the usual conditions. The MA has formally advised the owners of this decision.

**g. Cleaning**

Concern was expressed at the AGM at the state of the basement floors around the garbage rooms and lifts. Our contract cleaner has been tasked to clean these to the extent possible. A similar problem often occurs with carpets in front of lift doors where careless residents drip liquid garbage there. These stains are notoriously difficult to remove and there is a limit as to how much Owners Corporation time, money and effort can be expended on cleaning up these messes. There is no good substitute for residents taking more care and exercising a little responsibility.

**Next Meeting:** 12<sup>th</sup> December, 2016 in Apartment 205/19

D.J. Campbell  
Chairman

9<sup>th</sup> November, 2016