

**Capital Hill Apartments  
Executive Committee (ExCom) Meeting 29 (7 November 2011)**

**Minutes**

Monday 7 November, 2011 at 6.00 p.m. in Shelley's Apartment, 101/17

Attendees: David Campbell (205/19), Sue Chambers (105/17), Gunnar Sirel (28/23), Shelley Thomson (101/17), Debra Northover (201/17), Peter Hodge (108/19), John Whiting, Managing Agent (MA).

Apologies: Glenn Ashe (5/17), Gaye McDermott (207/21), Horace Saducas (118/23).

Minutes: Rob Northover (201/17)

David welcomed Sue Chambers to the Executive Committee and acknowledged the excellent contribution made by outgoing member, Marilyn Jessop.

**1. Constitution of ExCom for 2011-12.**

Office bearers and collateral duties

Treasurer - Shelley Thomson with assistance from Deb Northover.

Secretary - Deb Northover.

David would continue as the point of contact for all matters associated with Becton.

Horace would continue as the point of contact for all matters technical.

Peter would continue as the point of contact for all matters associated with landscaping.

Sue offered to research the legislation relevant to body corporate management.

Frequency of meetings It was agreed that, given the current work load, the periodicity of ExCom meetings would remain as monthly but this would be reviewed in Feb/Mar 2012.

Managing Agent Agreement After some minor amendment, both parties agreed and signed the agreement, the principles of which had been approved at the recent AGM. The Body Corporate's Seal was affixed to the document, copies of which are held by the Secretary (Deb) and the MA.

Site inspection David suggested that there would be merit in the ExCom members undertaking a site inspection of the complex to gain an appreciation and awareness of the issues and activities being addressed by the ExCom, and an introduction to the technological complexities of the buildings. All agreed, and it was decided to conduct a tour on a Saturday morning at a date to be determined.

Back-up for operators of IT systems in comms room David highlighted the need to reduce the risk of single points of failure due to the limited spread of knowledge of the IT systems associated with the complex (swipe/proximity pass programming, security system, etc) and called for volunteers to undergo familiarity training. Decision was deferred until Horace's return.

**2. Treasurer's Report**

Shelley presented a revised format for the Treasurer's Report, which provided a snapshot and summary of:

- Funds on Hand,
- Outstanding Debtors,
- Payments this Month,
- Out of Ordinary Payments; and
- Other Items of Note.

The report was well received.

The MA reported that he had exhausted all avenues available to him to recover outstanding levies (\$3,495.66) from one specific unit owner. David directed the MA to investigate the use of debt collectors and, if feasible, engage.

**Action: MA**

David noted that the high costs associated with lighting were exhibiting a slight downward trend and would continue to be monitored.

Both Shelley and the MA acknowledged that some further 'tweaking' of MYOB was required.

Shelley undertook to distribute a copy of the report to ExCom members prior to upcoming meetings.

### 3. Web Site - Update

Deb advised that there hadn't been much to update about the website; she had recently removed old news. She also requested that she be CC'd on any updates provided to Jane. The MA tabled an activity report reflecting an average amount of 'hits' for the month with the majority occurring after the AGM. Deb suggested that we could include content on recent holidays that people had undertaken, and a record of tradespeople that have provided good services for tenants/owners. ExCom noted the strong desire amongst members to greatly enhance the 'social' content of the web site and that further suggestions would be very welcome.

### 4. Business Arising from Last Month's Minutes:

- a. Insurance - consideration of members' lists of concerns with CHU product Disclosure Statement & Policy Wording. This item was not discussed; the earlier response had been so poor that the Chairman had decided to defer the question to the incoming Committee after the AGM. David stressed the requirement in the first instance was to have a replacement cost for any rebuilding of the Capital Hill Apartments complex, and Gunnar undertook to seek a "quote for a quote" for a revaluation of the complex from the quantity surveyors that had recently assisted with our Ten Year Maintenance Plan, and that had been associated with the original construction.  
**Action: Gunnar**
- b. Becton Items.
  - Cats' eyes. Many views had been expressed about Becton's proposal to replace most of the lights with bollards. It was decided to replace the cats' eyes at the rear of the building with suitable non-intrusive bollard lights and in principle to retain the existing cats' eyes in the entry ramps (which were not exhibiting a high failure rate). David will convey this decision to Becton and he noted that there were complexities to be settled before work might begin; installing a 240 volt lighting system in the gardens will not be without difficulty, and what to do about the old cats' eyes was still an open question, for instance.  
**Action: David**
  - Pebbles. No significant progress has been made between Luke and Becton. Becton has agreed to pay for the proper burial of the water pipes and electrical conduits and the topping up of the white pebbles around the complex, but the landscaping contractor (Luke) has been reluctant to undertake the task. Peter will chat to Luke about the task and also chat with him about the spring planting program progress.  
**Action: Peter**
  - Soffits. Becton continues to investigate water in the roof space before proceeding further with repairing the soffits. No Change.
  - Plumbing issues in the hot water furnace rooms. ExCom's preferred option is to replace all the suspect elbow joints now. It was noted that this was a significant task which will probably require total removal of the units in order to gain access to the pipework. Becton have been cautioned about the need for good planning, swift execution, and close liaison with the MA in order to ensure minimum inconvenience to the apartment occupants. Becton has passed this concern to the contractor.
  - Basement floor gratings. 'As designed' and 'as constructed drawings' have now been reconciled. Decision made to proceed with one grating only in place of #17 stormwater cover. Becton has agreed to pay. Plumbing contractor (6 Star plumbing) to produce and install.  
**Action: MA**
  - Strip lighting. Five replacement lights have been distributed. Individuals need to liaise with Simeco for their installation. Becton will pay.
- c. Video surveillance – The camera system is operational, although Camera No 2 needs repair/replacement and the sirens are not fully functional. Final payment has been withheld

pending full commissioning of the serviceable system.

The proposed maintenance contract (\$1320 p.a.) with Blitz was considered to provide value for money and was approved. Blitz quote to be accepted.

**Action: MA**

- d. Basement Sump Pumps trial . 6 Star has installed modifications to the floats but some confusion has later arisen over the status of the pumps. MA advised that there were conflicting observations with operation of the pumps and is taking the matter up with 6 Star Plumbing.

**Action: MA**

- e. Exhaust Duct covers – Horace reported that the bidders had again failed to come good and that he had sought a quote for galvanised mesh from yet another contractor, who has similarly failed. Horace will follow up upon his return from overseas. Ongoing.

- f. ACTEW 's pressure regulator ventilators - ACTEW has proposed a solution with costs being shared between ACTEW and Becton. Becton is awaiting advice from its consulting engineers, Simpson Kotzman Pty Ltd, before responding to us. David to hasten.

**Action: David**

- g. 8 Somers Crescent – response to bamboo/fence. MA advised that he had inspected the fence and bamboo with the resident and it did not appear that the bamboo was causing or contributing the poor structural state of the fence. It was noted that this fence was a pool barrier and had been in place prior to the construction of the complex. Further investigation was required.

**Action: MA**

- h. Gardens - All Seasons quote for landscaping upgrades has been accepted. Peter to update on progress. Peter actioning as discussed above.

- i. Intercom defects in 21 and 23 – All now serviceable.

- j. Spitfire units - reversal of over-charging received (\$616.00).

- k. Visitors' car parking - MA to address on an as required basis when incidents occur as advised by the ExCom. Still awaiting information from Horace.

**Action: Horace**

- l. Garbage bin cleaning & maintenance - Cleaner (Woodrow) had referred the question to Cleanaway who in turn referred it to "Paul", 0414 294 068. MA follow up.

**Action: MA**

- m. Cleaning contract. The current contract has been reviewed. It contains all our necessary requirements.

- n. Annual General Meeting. Conducted on 26 October. No additional consideration of any actions arising, other than that of Insurance, as noted in (a) above and the Agreement with the MA..

## 5. New Business

- a. Lifting tiles, western side of 19. PTS tiling to repair. MA advised that work order has been released.

- b. Building 21, recent small fire. MA to despatch letter to residents advising about the recent mulch fire and urging caution with the disposal of cigarette butts.

**Action: MA**

- c. Building 21, glass door. There is a recurring problem with the self-locking mechanism, which requires adjustment.  
**Action: MA**
- d. 2010 Companies Income Tax Return. The ATO has accepted 'honest mistake' due to the transition between MAs and advised no penalty on this occasion for late lodgement.
- e. Fire Protection System. NFS Maintenance Report of 7 October. Clarification of responsibility for payment of Anubar drainage. New drain is required to be installed in order to comply with ACT building standards at a cost of \$450.00. There is lack of personnel continuity to confirm original undertaking by NFS to fund the installation. MA to continue negotiation with NFS.  
**Action: MA**
- f. Air Conditioning and Basement Exhaust Fans. \$800 p.a. can be saved by reducing the frequency of maintenance by SEDA from four times to twice yearly, observing that for 6 months of a year, the high-temperature-triggered fans are turned off. (Note that the carbon monoxide exhaust system remains operational all year.) For information; this has been actioned.
- g. ACT Government Utilities Tax. Successful appeal against erroneous assessment. Telstra to adjust billing. MA to monitor and advise.  
**Action: MA**
- h. Carpet cleaning. The recent performance of Chemdry was considered to be satisfactory. The questions of whether to try a different contractor and the right frequency of cleaning were not decided. Decisions deferred until next meeting.  
**Action: Deb (for agenda)**
- a. Insurance. Lesson of glass door of 15/19. A recent case has clarified the matter of apartment glass doors and windows as being covered by Body Corporate insurance. Excess (\$100.00) is payable by the BC because current ACT law prevents the cost being passed down to the claimant.
- b. Christmas Party. Deb volunteered to host and coordinate an ExCom Christmas Party on Sun 11 Dec between 6 – 9 pm

## 6. Other Business

- a. Gunnar advised that the right hand door of the garbage room in the basement of Bldg 23 was defective and would not close.  
**Action: MA**
- b. Peter submitted claims for reimbursement of costs associated with the establishment and maintenance of the herb garden.  
**Action: MA**
- c. Amendments to the MA contract were implemented and the agreement signed by both parties.

## 7. Next meeting

Monday 5 December in David's apartment (205/19)

Approved

David Campbell  
Chairman

10 November, 2011