

**UP3259 Capital Hill Apartments
Executive Committee Meeting 39**

Minutes

Held : Tuesday 2 October 2012 at 6.00pm in Apartment 115/21

Attendees : Horace Saducas(118/23), Gunnar Sirel(28/23), Shelley Thomson(101/17), Sue Chambers(105/17), Peter Hodge(108/19), Peter Ford(115/21)

1 . Apologies : Glenn Ashe(5/17)

2 . WHS Moment : Unauthorised use of basement cage

Tenant of unit 9/19 without being authorised placed their goods and chattels in the unoccupied cage belonging to unit 117/21. The MA contacted the tenant and the goods were duly removed.

3 . Treasurer's Report

Shelley tabled the financial report for September 12 being the first month of the 12/13 financial year. Outstanding debtons have increased to \$1235.86 however it was advised that the situation is temporary. Shelley also tabled the adjusted actual versus budget report for the last financial year which showed a deficit of \$9326.52 for the Admin fund. This was due to the executive committee's decision to finance the CCTV installation cost of \$28570.00 (exlc GST) from previously accumulated Admin funds. The committee accepted the reports and expressed satisfaction with the financial position.

4 . Web Site Update

Horace provided usage data for August

Total Unique Visitors to the site :	134(Aug142))
Total number of hits by visitors :	199(Aug212)
Most viewed pages (top 4)	
News :	49
Community Noticeboard :	40
Information :	38
Members :	28

The committee decided that a Website Alert be posted to give owners advance notice of the forthcoming AGM---**Action Horace/MA**

5 . Business Arising from last Meeting's Minutes

a) WHS Plan--Update

Horace advised that the MA continues with the collection of compliance checks by contractors. The list has been reviewed and was reduced to 34 by excluding contractors that are no longer employed. To this date 11 out of 34 contractors have yet to respond.

Action MA

b) Becton Items- Update

Horace met with Grant Smitten on 21/9/12 where he again restated Becton's intentions to attend to the remaining defects in particular to the installation of the bollards promising work to be completed before the end of the year.

Defects recognised by Becton:

- Cats' eyes and new bollards
- Soffits
- Walkway parapet wall between buildings 17 & 19
- Slab water leaks between buildings 19 & 21

Action Horace

c) Garage Doors springs- Update

Horace advised that the MA has placed an order to purchase a pair of springs as spares.

Capital Doorworks has advised that they will provide 24/7 callout in the event of a power outage---

Closed

- d) ActewAGL electricity supply contract
Horace reported that the August electricity bill was checked and the fixed charges were noted to be within expected limits. Extrapolating the total monthly charges to a full year they amount to \$16910.76 which will be well within the budgetary allowances.--**Closed.**
- e) Box Gutters-Update
Horace reported that the cleaner has attended to the cleaning of the lower level box gutters. Further cleaning of the roof gutters will be carried out on 9th October. Cleaning of the upper level box gutters will follow subject to negotiating access with residents --**Action MA/Horace**
- f) Provision facilities for cyclists
Awaiting Glenn's proposal---**Action Glenn/Horace**
- g) Planter boxes in unit 122/23-Update
The MA has issued a letter to the owner of the unit advising of the potential recurrent flooding if no action is taken to remediate the drainage.--**Closed**
- h) HWS pump joint failure
Horace reported that Murrays have referred the matter of the failed gaskets to the manufacturers but have yet to provide a resolution. Horace has also instructed 6 Star Plumbing to contact the distributors of the pumps in the ACT to request confirmation of the gasket life expectancy in order to follow up the warranty of the product---**Horace/MA to follow up**
- i) Engagement of Consultant
Horace reported that the consultant's search at ACTPLA was unsuccessful as there were no structural drawings available. The consultant was then able to contact Becton's structural engineers direct and arrangements have been made for the drawings to be provided. As soon as the drawings are available the investigation of the basement concrete floor will be initiated.--**Action Horace/Mal Wilson**
- j) Carpark Emergency Exit Door security upgrade
Horace contacted "blitzSecurity" to advise them of the committee's decision to defer until further notice the proposed installation of the electronic keyswitch which would monitor the ActewAGL key holders when accessing their basement switchroom.--**Closed.**

6. New Business

- a) Establishment of Term Deposit
In consideration of the impending reductions interest rates offered by banks Shelley proposed that \$120,000 be withdrawn from the Owners' Corporation NAB Business Cash Minimiser account and be invested in a six month term deposit with the NAB bank at the current interest rate of 4.55%. The committee resolved to approve the proposal and for Shelley to instruct the MA to establish the term deposit--**Action Shelley/MA**
- b) Appoint OCN ACT delegate
Since the resignation of David who as the chairman was the appointed delegate to the Owners' Corporation Network ACT there has been a need to fill this vacancy from members of the present executive committee. After discussion it was agreed that Horace will be the nominal delegate with Sue Chambers being the representative delegate. Sue to arrange the changes--**Action Sue**
- c) Appoint Tyes StrataSpace subscription recipient
Similarly David was also subscribing to the Teyes Lawyers Newsletters and the associated "Teyes Webinars" which provide ongoing information about Strata matters After discussion Peter Ford offered to be the executive committee's representative--**Action Peter Ford**
- d) AGM matters
Horace tabled a draft Agenda for the AGM. After discussion the committee approved the agenda with some additional inclusions. Horace and Shelley agreed to meet with the MA to discuss procedural arrangements for the AGM--**Closed**

- e) Trimming of oak trees
Some overhanging branches and some dead branches were presenting a potential danger and were trimmed from the oak trees in front and side of building 23.—**Closed**
- f) Owners request consent for pets
The prospective owners of unit 117/21 have requested the MA for consent to bring their pet cats. Horace advised the MA that consent is granted for Charlie and Smudge to reside with their owners---**Closed**

7. Other Business

Gunnar advised that he will not stand at the AGM for membership of the next executive committee. The committee accepted this advance notice with regret and as a whole expressed their appreciation for his contributions over the past few years.

8 . Next Meeting

Monday 5th November 2012 in Sue Chambers's Apartment 105/17