

**UP 3259 CAPITAL HILL APARTMENTS  
EXECUTIVE COMMITTEE MEETING No 54**

**Monday 7 April, 2014, at 6.00 p.m.  
Apartment 201/17**

**MINUTES**

**1. Attendees:** David Campbell (205/19), Peter Ford (115/21), Rob Northover (201/17); Terry Gassner (12/19)

**2. WHS Moment**

The recent Teys Report on WHS reviewed. The Committee remains satisfied that a safe and healthy workplace environment is maintained. The situation is constantly under vigilance with formal consideration monthly and as occasion demands. We remain compliant with the relevant legislation.

**3. Managing Agent's Report**

It was agreed to dispense with this formal monthly report. There is constant and effective communication with the MA and this practice renders the report superfluous and unnecessarily bureaucratic. The path always remains open for any special reports that particular circumstances may dictate.

**4. Treasurer's Report**

PF tabled his monthly report. Funds on hand stand at Administrative Fund \$48,732.88 and Sinking Fund \$270,171.17. Expenditure remains slightly over pro-rata with some significant unbudgeted expenses having been made such as for the bollards (\$1,452). Most significant are the legal and engineering consultancy fees incurred over the current insurance claim. These amount to \$12,590 at present and although there is prospect of these being able to be recovered in time, they nevertheless have to be paid for in the first instance. Such pressure limits our ability to fund other contingencies in the remaining months of this financial year, such as landscaping needs.

Our Term Deposit of \$185,396.30 with NAB was rolled over on 3 April.

There remains one significant case of arrears in levies and the matter is being pursued through legal channels. It was noted that the next six-monthly levies are due on 1 June.

**5. Administrative**

1. The revised welcome letter still awaits drafting **Action: DC**
2. Security devices for 14/19. 4/8 swipes and 3/7 remotes have been deactivated as surplus to requirement and the risk they impose on collective security. The Committee felt that the time for another security audit of keys, swipes and remotes is fast approaching as there seems to be an excessive number of these devices in circulation. **Action: DC to discuss with MA.**
3. Letter Box. Senator Seselja and Australia Post remain unresponsive and it was agreed to drop the matter. The parties will be visited with an expression of our displeasure. **Action: DC**

4. The case for explaining to residents the benefits of keeping their contact details current with the MA was again discussed. Various options were explored and will be examined next meeting. **Action: RN**

## **6. Insurance Update**

DC briefed the Committee on recent developments. CGU's consultant has almost completed his detailed report and the Committee is very satisfied with the degree of consensus that has been established. Advanced Structural Designs have been closely engaged in the process and every indication is that the report will be very satisfactory for the individual apartments and the items of common property entailed. Some complex technical issues are involved, especially those dealing with concrete and other structural matters. Despite this recent surge in activity, the Committee remain concerned at the time lines; it is fully 12 months since Becton departed the scene and much remedial work is yet to be carried out. Individual owners have been kept apprised of developments as they have occurred.

## **7. Landscaping**

TG made a general report of the month's busy landscaping activity. Of special concern is the loss of a Crimson Sentry behind # 17 because of insect attack. The Committee agreed to its replacement at an indicative cost of \$400-500 and that an aggressive insecticide campaign be conducted to protect the other plantings. This and other landscaping expenses add to the budget pressure.

The mulching program has been commenced and the gardens are looking all the better for it. Recent rains have much improved the lawns. Planter boxes, both on the ground and on the front balconies remain a concern and further investigation is needed. Advice is needed on the best approach for the planter boxes in front of 6/17, 12/19, 20/21 and 28/23, whose owners have raised concerns about the appearance and maintenance of existing plantings. The balcony boxes have drainage and waterproofing membrane problems and these are being addressed in the context of the insurance claim. It is hoped that the problem of excess watering has been resolved; unauthorised tampering with the irrigation timers was largely to blame.

The owners of 28/23 have also reported problems with garden beds adjacent to apartments at the rear of the complex. The garden beds are higher than their terraces and consequently water and debris overflows onto the terraces; an effective drainage system is evidently needed. Further, those beds are sparsely planted and are of lesser standards than elsewhere in the gardens. Luke will be charged to come up with solutions.

Damage to the lawn in front of #19 on two separate occasions (3 and 29 March) by removalists is being repaired. The bills will be sent to the owners under Rule 10. **Various Actions: TG**

## **8. Maintenance**

March saw the usual range of routine maintenance tasks being completed. These included such routine matters as servicing of lobby air-conditioning units, carpet cleaning, an expanded window cleaning service (including escalading) and lift repair. The website receives a steady stream of additions and deletions and continues to serve us well.

Repair of rain water heads remains outstanding as do a number of minor flooding matters in the basement. These are being attended to.

Delnas has almost completed working on the roof, installing better guttering, overflow pipes, etc. Bollards between Buildings 17 & 19 and 21 & 23 have been installed and relevant information included in the Removals section of the web site.

David Tennant, hydraulics consultant, has inspected the hot water arrangements and will be delivering his report shortly. He will be recalculating the specifications for pumps and piping as the first step to resolving the recurring problem of burst and leaking pipes in the furnace rooms. **Action: DC and HS**

## **9. New Business**

- a. The five-yearly review of the Sinking Fund has commenced. HS has made a comprehensive submissions to Alex Fong of DCWC of the issues we want considered. It is planned that the revised Plan be submitted to owners at the AGM later this year. Proper provision for funding of capital expenditure, major maintenance and repair & replacement of plant and equipment is a fundamental responsibility of the Owners Corporation.
- b. PF led a discussion of Risk Management. Risk management, as defined by the Australian/New Zealand Risk Management Standard (AS/NZS 4360:1999 'Risk Management') is: the culture, processes and structures that are directed towards effective management of potential opportunities and adverse effects. We already do a lot in this regard: WHS policies, off-site back-up of data, fire prevention, insurance, etc., but a thorough review may reveal vulnerabilities and PF will initiate further examination. **Action: PF**
- c. Annual insurance was discussed. We currently pay a premium of about \$33 k for cover of about \$36 M and the adequacy of this will be a routine exercise for the AGM.
- d. The vexatious matter of misuse and abuse of the garbage arrangements was again discussed. Failure to crush cardboard boxes or to separate recyclable materials, despite all the advice provided, only makes difficulties for others. Persons dumping items such as furniture will be identified by CCTV and will be charged for the additional costs of removing their stuff.
- e. Discussion of **Other Business** ranged from aspects of basement flooding 3-5 April to a puppy for 3/17 and from sewer cleaning to retrieval of lost keys from the lift well. PF is awaiting advice from the OCN about master keys and HS will be installing notices about cubicle security in the electrical meter cabinets.

#### 10. Next Meeting

Monday, 5th May at 6.00 pm, in Peter Ford's apartment, 115/21.

David Campbell  
Chairman

8 April 2014