

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 57**

MINUTES

Venue: Monday 7 July, 2014, at 6.00 p.m. Apartment 205/19

Present: David Campbell, Chairman, 205/19; Peter Ford, Treasurer, 115/21; Terry Gassner, 12/19; Rob Northover, 201/17; Horace Saducas, 118/23.

1. **WHS Moment** Nil report. No incidents or issues arose during the month.
2. **Treasurer's Report** – PF tabled his monthly report, together with his spreadsheet of budget v actuals. Funds on hand are: Administrative Fund, \$100,325.52; Sinking Fund 303,933.06: Total \$404,258.58. Outstanding debtors amounted to \$29,545.48 as at 31 June; this sum includes levies owed by 13 owners. Expenditure continues to run ahead of pro-rata and the Committee again expressed concern at the unbudgeted expenditure; legal and engineering consultancy in the year has now exceeded \$24k and maintenance expenses have also risen, most notable the recent costs of landscaping, lift servicing and hot water circulating pumps. These concerns were further addressed in the budget discussions below.
Clarification will be sought over an apparent discrepancy with an ACTEW AGL invoice and the spreadsheet record. A plumber's bill for a water meter leak also needs clarification.
Action: PF
3. **Insurance Update** - DC summarised the actions since the last meeting. A response was sent to CGU on 6 June, all affected owners written to and a general statement for the information of all owners placed on the web site. Those apart, it has been yet another month of exasperation. We await further action by our solicitors, specifically the briefing of a barrister experienced in insurance law to advise across a number of legal complexities, and investigating the possible role of CHU under our residential strata insurance plan. Apartments 14, 16 and 23 are of particular concern. None of this is helped by tardy responses from various parties. Neither are matters helped by personal abuse from some quarters as personal frustrations rise. The Committee's discussions reflected the obvious anxieties and concerns experienced by many owners
A response from CGU dated 2 July was received an hour before the meeting and has yet to be fully analysed. The letter contains CGU's answers to the concerns we raised in our letter of 6 June. Much of the correspondence deals with common property but there are specific references to individual apartments. Generally, the responses here are satisfactory (e.g. attention to damaged carpets where the original claims have been accepted) but there are some unsatisfactory elements as well, for instance refusing temporary accommodation and storage for those whose apartments will be the subject of major and disruptive works. In this latter regard, whether CHU (our residential strata insurer) will be able to assist is yet to be determined. The very special concern that arises from this latest response from CGU is their declining to include in the overall scope of work a separate sub-contract for the three apartments which have considerable problems but which have been denied by CGU. The

alternative way ahead is far from clear; much will depend upon the expert legal advice that we are seeking.

This response has been passed to all the affected owners and has also been posted in the Owners Section of our website. **Action: DC**

4. **Landscape Report.** TG reviewed the ongoing and outstanding actions under his landscaping plan. These ranged from the planter box by #19 door to progress on garden bed behind 28/21, and from weeds on the nature strip to Luke's new email address. The need in time to brief Luke about CGU intentions concerning planter boxes in the context of forthcoming insurance repairs was recognised. Maintenance of the gardens is a never-ending business, including the myriad unforeseen problems that arise. The latest of these is the need to repair the subsidence caused by the major leak of the fire main. The Committee is concerned about a non-compliant tree in the planter box of a front terrace of 112/21 and its possibility of damaging the waterproof membrane. The MA will be asked to have the owner remove it. **Action : DC, MA**

5. **Maintenance**

- a. Rain water heads – HS reported that the sub-contractor was still prevaricating about completing the job with mesh. The problem here is not understood and explanation will be sought from Six Star Plumbing. **Action: HS**
- b. Hydraulics Consultant Report on HWS piping. On 3 July, QMax installed new circulating pumps and pipework in the furnace room that services Buildings 21 and 23. Unfortunately and inexcusably, this was not done correctly and consequently hot water was unavailable for the next 36 hours. Hot water supply has since been restored and remedial work is in hand. It is to be hoped that lessons learned will be applied to # 17/19's furnaces.
- c. Website. As noted above, advice on the insurance project was posted on the website in early June. Amendments to the Apartment Manual have included Blandfordia's new address, and further advice about cleaning products for wooden floors.
- d. Lift Notices. During the month, notices about the herb garden and air-conditioning services have been posted. The current notice advises residents about the availability of a ladder.

6. **Correspondence**

Correspondence has included the usual range of maintenance issues and insurance claims. There was an unexpectedly positive response to requests for Corporate Register information that was sent out with the levy notices. This successful practice will be continued with future distributions. **Action: MA**

7. **Business Arising from Previous Minutes**

- a. Sinking Fund. HS reported that DCWC has been very slow to respond despite having been given all the necessary and relevant information needed for the review. With the AGM looming, this work is becoming urgent. DCWC will be pressed. **Action: HS**
- b. Definitions of common and private property. Comments from Committee members on the NSW guidelines are awaited. **Action: All**
- c. Laundry leak 17/21, spillage on Car Park 63, carpet damage in 18/21. Six Star Plumbing has been tasked to attend to the leak and advice is awaited from the owner of the damaged car. **Action: MA**

- d. Wording of Rule 10. Comments from Committee members are awaited. **Action: All**
- e. Apartment Manual. Comments from Committee members are awaited. **Action: All**
- f. Car Parking. Notices have yet to be issued. **Action: HS**

8. New Business

- a. Lift doors # 17 & 19. Lift doors on #19 failed on 17 June. The door operator was replaced only to discover it was then incompatible with the controller. The new door operator has a chip provided by a new Japanese supplier (the original one having been destroyed in the tsunami, evidently) and so the controller had to be re-programmed to a later version. There is a dispute over the cause and hence financial liability – a defective circuit board or debris that disturbed the mechanism in the first place. The MA has requested that the debris charge of \$580 be reversed. The defective door closing mechanism on #17 was repaired on 2 July; the problem lay with a (different) defective circuit board. **Action: MA**
- b. Hydrant pipe repair. There was a major leak in a copper water hydrant line on 9 June. It was subsequently repaired and an insurance claim has been lodged with CHU for \$2150.30. **Action: MA**
- c. Basement lighting. Complaints have been received about basement lighting initiated by motion sensors. The sensors don't cover a broad enough area and neither does illumination last for more than a few seconds. Wayne Taylor has been tasked to investigate and rectify if possible. Some small adjustments have been made but it is a complex matter and may require the purchase and installation of new sensors/controllers. **Action HS**
- d. CCTV. The recording system failed over some weeks leading up to 29 June, an obvious concern. Normal operation has been restored and Blitz Security has been tasked to come up with a visual alarm system to indicate any such failure in future. **Action: HS**
- e. 2014-15 Budget. PF tabled his draft budget. The Committee reviewed the draft line by line with the aim of making it "tight" and keeping the Administrative Fund levy as low as possible. Some rationalisation and reduction of line items were able to be made. Given the age of the complex (six years in September), use of the Sinking Fund will be considered for some particular future expenses. The budget is now close to completion with only some small refinement required. **Action: PF**
- f. Swipes & Remotes, status of purchase. HS reported that an additional 10 swipes and 15 remotes had been purchased for about \$1700. Resale prices of \$88 and \$100 (plus GST) respectively were set. **Action: HS, MA.**
- g. ACTEW access. Some residents recently have been annoyed by ACTEW's demanding access to investigate defective hot water and/or gas meters. There is no need at all for residents to be in attendance and all such future demands should be referred to the MA who can lend the appropriate keys. A news item for the web site will be prepared. **Action: DC, MA**
- h. Landscape Photography. All Seasons wish to illustrate their web site with photography of our gardens. The Committee was pleased to agree with some small conditions. **Action: TG**
- i. Dumping garbage. Problems persist, prominent among them being: the failure of many residents to cut up or crush cardboard cartons, thus over-filling the bins to the inconvenience of others; and the dumping of furniture and other bulky items that the contractors will not remove without additional charges. Recyclable material is often dumped in the non-recyclable bin and vice versa. A recent offence saw a large shoe rack and wooden shelving in #19's garbage room. Unfortunately, attempts at education (notices, etc.) are not entirely effective. New notices will be placed on the doors of the garbage rooms clearly advising that the site is under CCTV surveillance and that offenders will be charged. All this entails considerable time and effort but the present abuses are out of hand. **Action: DC.**
- i. Telephone installation incident of 25 June. Connection of a service by tpg for a new tenant resulted in the severing of a Telstra service for another resident. The Committee is unable

to come up with a fool-proof routine to stop future such occurrences but Telstra will be tasked to tag the phone lines in the Communications Room more clearly. Incidentally, it needs to be established whether phone lines in the lifts signal an alarm in the event of failure. **Action: HS**

- j. Walkway, north side of #17. This is in a poor state of cleanliness. Both the cleaning and landscaping contractors have been alerted to this unsatisfactory business. High pressure water cleaning will be attempted by the cleaner. **Action HS**

9. Next Meeting

Monday, 4th August, 2014 at 6.00 pm, at 115/21.

Approved

David Campbell
Chairman

8 July, 2014