

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 58**

MINUTES

Venue: Monday 4th August, 2014, at 6.00 p.m. Apartment 115/21

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

- a. Fire door seals – On 23 July, upon routine fire safety inspection, NFS identified the need for fire proof seals for two basement exit doors. A work order was immediately placed for the supply and installation of these at a cost of \$144.
- b. Roof anchors – These are due for recertification this month. With roof repairs completed, this could reasonably and economically be deferred until some later date, but CGU's insurance works could well entail using the roof anchors so it was decided to go ahead with re-certification. **Action: HS**

- 2. Treasurer's Report.** Various queries arising from last month's report have been satisfactorily answered. Current funds stand at \$393,617.49, being Administrative Fund \$85,353.17 and Sinking Fund \$308,264.32. 19 separate payments, totalling \$31,164.54, were made during the month, and these equate to a pro rata expenditure of 111.8%. Outstanding debtors amount to \$11,488.96, which include three debts in the 90+ days category; these will be hastened. **Action: MA** .

- 3. Landscape Report.** TG advised that #19's planter box had been repaired but there was a tangle of irrigation lines that still needed attention. Subsidence of the ground above the repaired broken hydrant had occurred and was being filled in. Weed control along the nature strip has been less than completely successful and will need further treatment. The problem with the garden bed behind 28/13 remains unresolved. **Action: TG**

- 4. Insurance Update.** DC reported that it has been an exasperating past four weeks. Progress with the claim has been delayed or obstructed through lack of responses from some owners and landlords and by the absence on leave of key staff in CGU and KJB. Nevertheless, a barrister's brief has finally been prepared. The brief and the index to the observations in the brief will be posted on the web site for the better and more complete information of owners. Altogether, 435 items supporting the brief have been compiled, an indication of the complexity of the issues attending this case. Response is still awaited from CGU on the work list for Apartments 14, 16 and 23. The cash reimbursements for those owners with refrigerator ventilation repairs, etc., have also yet to be received. **Action: DC**

- 5. Business Arising from Previous Minutes**

- a. Rain water heads. Six Star's sub-contractor has still not returned on site for fitting the mesh. The company will be hastened again. Meanwhile, of course, the invoice for work to date remains unpaid. **Action: HS**
- b. Hot Water Services. Repairs have been completed by QMax although the work has yet to be certified for compliance by David Tennant. A bill from 6 Star for \$1642 for their part in unrelated HWS failures repair has been paid but it is possible that some \$240 can be recovered from QMax because of overlapping responsibilities. **Action: HS, MA**
- c. Lift door invoice. Schindler's invoice still needs clarification over the question of debris damaging the door closing mechanism in #19. **Action: MA**
- d. CCTV Alarm. Blitz is still investigating the best way of incorporating a failure alarm. **Action: HS**
- e. Website. Website statistics about access to the site continue to show steady and pleasing improvement over the past four months. There were 191 individual visitors in July with the most popular pages being about notices and news.
- f. Lift Notices. The current notices about responding to alarm bells and lights will be replaced by ones about cars' spillages in the basement. It was agreed not to display the notice about lending ladders again. The concern here is liability in the case of an accident. **Action: DC**
- g. Planter box tree. MA wrote to the owner of 112/21 on 14 July to have the offending tree removed but this has not yet been carried out. The situation will be monitored. **Action: DC**
- h. Definitions of common and private property. Comments have been received from Committee members. It was resolved to retain the NSW guidelines as a useful working basis for us, as the Committee noted there was no legal scope to adopt the guidelines formally as part of our Rules. The Committee also noted that some of the guidance seemed simply unfair in not putting reasonable onus on persons who cause damage through, say, neglect, and that such thoughts would have to be included in determining particular cases in future.
- i. Wording of Rule 10. It was agreed that only slight amplification is required for Rule 10 concerning liability of unit owners to the owners corporation because the matter is dealt with clearly enough in s. 31 of the Unit Titles (Management) Act. **Action: HS, DC**
- j. Apartment Manual. Suggestions have been received from Members for amendments and clarifications in the Apartment Manual. These deal mainly with plumbing leaks, garbage disposal and levy notices, and will be incorporated in an immediate revision. **Action: DC**
- k. Laundry leak 17/21, spillage on Car Park 63; adjacent 18/21. 6 Star have repaired the problem but advice is awaited from the car's owner about his intended insurance claim. CHU should be forewarned about the likely claim. **Action: MA**
- l. Hydrant pipe repair. Our claim for \$1725 has been paid in full by CHU Insurers (less GST and excess).
- m. Lighting. Wayne Taylor has recently repaired or replaced various defective lights (oysters, downlights, exit signs, fluoros and lift lights). Basement lighting for some cages has been improved but there is scope for more. The Committee again noted the high incidence of failures and continues to hope that the program

of replacing defective items with installations of higher quality will soon pay off.

Action: HS, DC

- n. Technical Drawings. THCS has scanned all our available hardcopy drawings (as designed and as constructed) into electronic format at a cost of \$176. This will be a great convenience in future maintenance planning. The data is contained in three USB's, which will be retained on site with a copy being held by the MA. Provision still needs to be made for a proper cabinet to hold the large-scale paper copies. **Action: HS**
- o. Gas meter readings. The Committee noted ACTEW's advice that it could take up to six weeks to locate and fix defective meters.
- p. #19 Garbage Room Door. A work order for the repair of a broken door handle has been issued and the work carried out at a cost of \$82.50
- q. Dumping garbage. The Committee again returned to this vexing issue of residents improperly disposing of rubbish. Further efforts will be made to educate residents through use of more graphic notices, including warning about the application of CCTV records in identifying and charging offenders. **Action: DC**
- r. Eastern walkway. It was noted that this path has still not been cleaned, despite a reminder and the cleaners' contract specifically calling for pressurised water cleaning of exterior pavers in July. Water is available on site and access to electrical power can be sought from the residents of 3, 4 and/or 7 of #17. **Action: HS**
- s. Visitor Parking. Along with garbage disposal, abuse and misuse of the visitors' parking spots in the basement continue to be of concern. Appropriate notices will be drawn up to advise offenders of their obligations. Notices of Infringements of the Rules would follow. Rule 11 may need amending to reinforce the message. **Action: PF, HS**
- t. Sinking Fund. Despite provision of relevant documentation and repeated hastening since April, our quantity surveyor, Donald Cant Watts Corke, has yet to produce an updated draft of the schedule. It was agreed to elevate the matter to DCWC's Canberra principal for immediate resolution, the AGM being not too distant. **Action: HS**
- u. 2014-15 Budget. PF tabled his Draft Budget, having further refined it with input from the MA. The major outstanding item is the insurance premium, which has yet to be negotiated with CHU. Otherwise, the Administrative Fund component of the budget looks like being about 3.5% more than this year's. As noted above the Sinking Fund levy has yet to be determined. **Action: PF**

6. New Business

- a. Emerging Damage. Damaged skirting boards have been noticed in another ground-floor apartment. It appears to be the usual problem of ingress of water from the adjacent courtyard. The damage appears to be years old and the questions arise about liability, insurance, etc. It is disturbing that the matter does not appear ever to have been reported, let alone attended to, and it certainly misses being covered by the current insurance claim. The Committee wondered how many other unreported cases there might be (this is the sixth that has come under notice) and it was decided that the MA should arrange for all prospective

apartments to be inspected so that coordinated and proper action can be undertaken before the problems deteriorate any further. **Action: DC, MA**

- b. Solar Power. The prospect of installing solar power was first raised in June, 2011, but any decision was deferred until a more stable time. With the present preoccupation with insurance, this still isn't the right time but it was agreed that earnest investigation should now begin. Various matters demanding thorough understanding range from the strength of the roof to feed-in tariffs and these were briefly canvassed. It was agreed that a cost/benefit analysis now be undertaken, noting that there was no urgency to the task. **Action: HS**
- c. Service Providers. The Committee was pleased to note HS's comprehensive review and update of the schedules for service providers (maintainers, cleaners, etc.), as well as the list of restricted and other keys.
- d. Annual General Meeting. A tentative date of Wednesday 28th October, 2014, was set. **Action: MA**

7. Next Meeting

Monday, 1st September, 2014 at 6.00 pm, at Apartment 118/23, Horace Saducas.

Approved
David Campbell
Chairman

5th August, 2014