

**UP 3259 CAPITAL HILL APARTMENTS  
EXECUTIVE COMMITTEE MEETING No 74  
1<sup>st</sup> February, 2016**

**Minutes**

**Venue:** Apartment 205/19.

**Present:** David Campbell (DC), Chairman & Secretary, 205/19; Peter Ford (PF), Treasurer 115/21; Horace Saducas (HS), 118/23; Terry Gassner (TG), 12/19.

1. **WHS Matters.** A storm on 21st January broke a major limb of the pin oak behind Building 17, posing a danger should it fall on people or property below. Given the height, it was necessary to engage an arborist and the tree will be trimmed as soon as the weather allows.

National Fire Solutions conducted a routine test of our fire safety and emergency systems on 20<sup>th</sup> January. As with every previous inspection, problems were noted with exit signs, spitfires and neon lights; these are being fixed. **Action: HS**

No other incidents, risks or hazards were seen or reported during December and January.

2. **Treasurer's Report.** PF reported Funds on hand as of 31 January total \$557,841.53, comprising Administrative Fund \$102,113.10 and Sinking Fund \$455,728.43. Outstanding debtors are \$11,561.67, these being overdue levies owed by seven owners. Expenditure during the month was a routine \$41,607.87. *Pro rata* expenditure in the year to date is running at 104%. Expenditure from the Sinking Fund was \$25,977.61 for contract supervision of the remedial works. Our financial position remains sound.

3. **Landscape Report.** TG advised he has tasked Luke to give special attention to the camellias behind # 17 and 19 because their stakes are no longer adequate to support them. Further, their garden beds have become overgrown with weeds and creepers. The current remedial works do not make the task of the landscape team any easier but special effort is needed to keep the grounds up to scratch. They are a most attractive feature of Capital Hill Apartments.

Remedial's cherry picker has damaged the lawn in front of #17. The matter is being taken up with Remedial for restoration. **Action: DC**

The Committee noted the current demolition works in the neighbouring property on Melbourne Avenue. Removal of the trees, shrubs and vines has left us with a very bare fence and this will probably remain the case until after the new construction on that site is completed.

4. **Remedial Insurance Work.** We are now near the half-way mark. Some work is ahead of schedule and some behind; overall, however, progress remains satisfactory. Routine progress payments have been made to Point Project Management and approval given to CGU Insurance for similar payments to Remedial Building Services.

A quote has been received for the roof perimeters (junction of steel to timber) of each building of an estimated a cost of \$9,800 + GST per building. This is a cheaper alternative to replacing the flashing in its entirety but the Committee decided any such work was (a) desirable but not necessary and (b) beyond our pockets at present anyway.

5. **Correspondence.** Builders Warranty Insurance certificates, relating to the current Remedial work, have been mailed to individual apartment owners. QBE did not provide certificates to cover the common property of the four buildings and the grounds, and these have been sought.

Other correspondence has been of a routine nature.

6. **Web Site and Lift Notices.** The Minutes of the last ExCom have been posted. Users' statistics for January are not yet available.

The News page has been tidied up and Lift notices have been routinely renewed.

7. **Business Arising from Previous Minutes.**

a. **ACT Building Regulatory System Survey.** The Owners Corporation Network is holding a seminar on 13<sup>th</sup> February. PF will attend.

b. **Sinking Fund.** As noted at the December ExCom meeting, serious shortcomings in the existing Sinking Fund plan have emerged and it is now plain that many of the provisional costs have been significantly underestimated by our consultant, Donald Cant Watts Corke (DCWC). Reviewing the plan with market-realistic figures will be undertaken with DCWC. It will be a major exercise. **Action: HS**

c. **Extraordinary General Meeting.** Also heralded at the December meeting was the need for an EGM to consider the Sinking Fund. Picking a date will depend on the outcome of the Sinking Fund review mentioned above.

8. **New Business.**

a. **Airbnb.** Airbnb is a well-known website for people to list, find, and rent lodging. Anticipating possible interest in Capital Hill Apartments, the Committee considered what our policy might be. Airbnb renting could be seen as a short-term tenancy arrangement and therefore legitimate but the Committee regarded it as closer to a commercial accommodation business, which is inconsistent with our essential residential character. Practical matters include the difficulty of maintaining the legally-required Corporate Register and controlling security swipes and remotes. Through the Owners Corporations Network, the Committee will monitor how other apartments treat this issue.

b. **21/21 Pet.** Concurrence was given, subject to the usual conditions, for the new tenant to keep a three year old ragdoll x British blue short hair; this apparently is a breed of cat. **Action: MA**

c. **Kerin Benson.** Kerin Benson Lawyers is a boutique law firm providing legal services to owners' corporations, strata managers and individual lot owners. PF has subscribed to their very interesting newsletter and the Committee discussed the current edition with particular reference to taxation changes affecting strata developments like ours.

d. **Committee.** RV has stepped down from the Committee, obliged to do so because of other business commitments. The Committee thanked him for his service; in

his short time with us he made a significant contribution to our landscaping plans and will continue to make himself available for horticultural advice.

- e. **Visitors' Parking.** This facility continues to be abused by some residents. Appropriate letters will be sent to persistent offenders. **Action: HS, MA**
- f. **Rain Head Boxes.** The Committee re-visited this matter. The boxes on #17 were re-sealed and fitted with mesh last year. It was a fraught and expensive exercise and the thinking was to do one building a year. This approach will be reviewed after new quotes are received. **Action: HS**

9. **Next Meeting:** Monday 7<sup>th</sup> March, 2016, in Apartment 118/23.

**D.J. Campbell**  
Chairman

**2nd February, 2016**