

**UP 3259 CAPITAL HILL APARTMENTS  
EXECUTIVE COMMITTEE MEETING No 77  
2<sup>nd</sup> May, 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;

**Apology:** Terry Gassner (TG), 12/19.

**1. WHS Matters.**

On 6<sup>th</sup> April, red back spiders were sighted around the front door and letter boxes of Building 17. In response, we asked Rentokil (our current pest control contractor) and two other companies for competitive quotes for a solution. Their unanimous approach was to spray a protective barrier around the perimeter of the complex, embracing common property areas such as building and basement doors (including the garage door) but they told us this treatment could not be guaranteed to keep them out unless wholesale spraying were also carried out in the grounds, planter boxes and basement in their entirety - and the cost is high. As far as individual apartments are concerned, owners/tenants could call in the professionals (Flick, Rentokil, etc). Spraying around doors, windows and outdoor furniture with a domestic product such as *Baygon Outdoor And Spider Spray* or *Mortein Spider Outdoor Surface Spray* is really only effective against a red back if a direct hit is scored.

A further consideration that exercised the minds of the Committee was the knowledge that some owners strenuously object to the very idea of pesticides and we know of at least one family who are particularly sensitive to pesticides. On balance, we have had to rule out wide-scale spraying and instead to recommend that individual residents make their own arrangements.

**2. Treasurer's Report.**

PF reported Funds on hand as of 30<sup>th</sup> April total \$486,766.01, comprising Administrative Fund \$58,639.46 and Sinking Fund \$428,126.55

During April, expenditure was again by and large routine \$30,865.04, \$19,800 of which was from the Sinking Fund for interior painting. Pro rata expenditure in the year to date holding at 103%.

FY 2015/16 is proving to be an expensive year with un-programmed significant expenditure from both Administrative and Sinking Funds on painting, water heads, gardening, etc. But by the year's end, Capital Hill Apartments should look splendid. Next year will be far more stable. In the meantime, our finances are in sound shape.

The six-monthly Levy notices will be sent out in mid-May.

**3. Landscape Report.**

A quote has been received from our landscape contractor for garden bed refurbishment of the garden beds in front of the buildings. The recommended plants are long flowering and generally very attractive all year round, unlike the Grevillea currently planted. The Azalea has a bright red flower and the Pieris a soft pink, which should look well against the white wall of the building. Despite being flowering ornamentals, both are hardy plants, and require little long term

maintenance other than regular light tip pruning to remove spent flower heads. The plants' height would be capped at one metre.

The Committee were much taken with the recommendation but balked at the cost of \$18,400. Nevertheless. The Committee decided to proceed, recognising there is some scope for negotiating a better price and that the prospect of coordinating with Remedial's lawn repairs should be explored.

**Action: DC**

#### **4. Remedial Insurance Work.**

Work continues ahead of schedule although the accumulating backlog of clean-up work is becoming a concern. Inspections of completed balconies, etc, in Buildings 17 and 19 were carried out in April and work commended to clean up paint dribbles and the like. Scaffolding has been removed from Building 21 and is expected to come down from Building 23 in the third week of May. Work will then follow on completing the painting and rendering, installing the replacement ground-level planter boxes (complete with weeping Japanese maples), basement concrete works, and repairs to the ramps and ground lighting. Remediation of the lawns will begin once the last of the scaffolding and fencing has been removed.

Progress payments to both Remedial and Point were made during the month.

#### **5. Correspondence.**

There was routine correspondence only.

#### **6. Web Site and Lift Notices.**

Visitor statistics for April (with March's in brackets) are:

Unique Visitors	285	(281)
Number of Visits	332	(344)
News	44	(75)
Information	39	(65)
Community N/B	43	(65)
Owners log in	32	(53)

The varying pattern month after month defies logical analysis! Notices about Fly Wire Screens and Cleaning Balcony Floor Tiles have been added to the Community Notice Board.

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

##### **a. Frequently Asked Questions and Answers.**

The Committee has commenced sending Welcome Letters to new tenants, much along the lines sent to new owners. A sheet of common Q&A has been added to the tenants' letters.

##### **b. Sinking Fund.**

A meeting was held with Alex Feng, Director, Donald Cant Watts (DCWC) on 18<sup>th</sup> February to discuss the necessary revision of the current Sinking Fund plan. A revised proposal has yet to be received although emails have been exchanged trying to move this matter forward. Valuable assistance has been received from

owner David Timbs, currently away, but who we hope to have join the Committee in August. **Action: HS**

c. **Extraordinary General Meeting.**

Until the Sinking Fund and related matters are resolved, we are unable to set a date for the EGM.

d. **Skirting Boards.**

A suitable product from Bris Aluminium Concealed Fix Skirtings has been identified by HS although the company has yet to provide costings for supply and installation. When the time comes to replace the ground floor skirting boards this and competing products will be considered. **Action: HS**

e. **Interior Painting.**

Painting of walls, skirting boards and doors has been completed. Sadly, marks have already appeared on walls and ceilings.

f. **Garbage Bins.**

Further to last month's WHS report, the steel blue bins have been inspected but the hinge brackets have yet to be straightened and strengthened by the contractor. **Action: MA**

g. **Next Telecom and Strata Buildings.**

We are trying to test Next's proposal against anything that Telstra might be able to offer but Telstra is yet to respond. **Action: PF**

h. **Actsmart Business Energy and Water Program.**

Actsmart was to have made an inspection on 22<sup>nd</sup> April but inexplicably and unapologetically changed this to 6<sup>th</sup> May. **Action: TG**

i. **Carpet Cleaning.**

Steam cleaning was carried out on 8<sup>th</sup> April. As with the painted walls, marks stains have already appeared.

j. **Security.**

Revised and improved guidelines for managing the issue and recording of security keys have been given to the MA.

8. **New Business.**

a. **Pest Birds.**

Indian myna birds and pigeons have been noticed on our roofs with all that portends for our freshly painted walls. Our current contractor, Australian Pest Bird Management, needs to attend to these unwelcome visitors. **Action: MA**

**Next Meeting:** Monday 6<sup>th</sup> June, 2016, in Apartment 118/23

D.J. Campbell  
Chairman

3<sup>rd</sup> May, 2016