

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 78
6th June, 2016**

Minutes

Venue: Apartment 118/23

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

1. WHS Matters.

No incidents or other concerns arose during May. A close eye is kept on the Remedial contractors to ensure their compliance with the various legislations and regulations, particularly when working aloft.

2. Treasurer's Report.

PF reported Funds on hand as of 31st May total \$466,249.50, comprising Administrative Fund \$114,578.28 and Sinking Fund \$351,671.22

During May, expenditure from both funds totalled \$115,434.81. The most significant item was that of \$87,648 from the Sinking Fund for exterior painting. Administrative Fund expenditure was a modest \$12,956. Pro rata expenditure in the year to date has dropped to a very satisfactory 98.5%.

The six-monthly Levy notices were sent out in mid-May. The money is coming in but some \$80,000 are 30 days in arrears.

3. Landscape Report.

Consideration has been given to planting underneath the canopy of the weeping maples in the big new planter boxes. Having regard to the amount of strap leaf plants (*Iomandra*) in the many small planter boxes, it would be a nice change to see different foliage. The plant chosen is *Trachelospermum asiaticum*, which is a ground cover jasmine. It can be pruned low and will eventually cover every inch of the planter box. It has a nice little white flower.

4. Remedial Insurance Work.

We are moving into the final stages of the work. Time was lost towards the end of May through inclement weather and we're now looking at possible completion by the end of June (but now more likely July), still well ahead of the contracted September date. We therefore remain ahead of schedule although the accumulating backlog of clean-up work is still a concern. Inspections of completed balconies, etc, in Buildings 21 and 23 are planned for Saturday 18th June and are to be followed by cleaning up of paint dribbles and the like. Scaffolding is now being removed from Building 23. A cherry-picker crew has been at work on the balcony frontages to repair polyurethane joints and to paint. Work is now being followed to complete the painting and rendering elsewhere, basement concrete works, and repairs to the ramps and ground lighting. The replacement ground-level planter boxes have been installed and the weeping Japanese maples and ground

cover (see Item 3 above) are coming soon. Remediation of the lawns will begin once the last of the scaffolding and fencing has been removed.

Recent heavy rain will affect the schedule but it is not yet clear as to what extent.

A final progress payment to Point was made during the month.

5. **Correspondence.**

There was routine correspondence only apart from welcome letter on 10th May from the Committee to the new residents in 23/21 and 26/23. It is increasingly apparent that such a letter is necessary because all too often newcomers know nothing about garbage arrangements, meters, pets, Rules, etc. The estate agents, by and large, do a poor job in this regard.

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

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

Unique Visitors	312	(285)
Number of Visits	368	(332)
News	65	(44)
Information	61	(39)
Community N/B	76	(43)
Owners log in	45	(32)

Notices about balcony LED strip lighting, remedial works inspections, and the ActewAGL power outage of 4th June have been added to the News page and the earlier notices about Fly Wire Screens and Cleaning Balcony Floor Tiles have been transferred there from the Community Notice Board. The notices about remedial works have been updated. Lift notices have been routinely turned over.

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

a. **Sinking Fund.**

A meeting was held with Alex Feng, Director, Donald Cant Watts Corke (DCWC) on 18th February to discuss the necessary revision of the current Sinking Fund plan. A revised proposal has yet to be received although emails and phone calls have been exchanged trying to move this matter forward. A meeting has finally been arranged for 8th June with Stephen Bisseker of DCWC. **Action: HS, DC**

b. **Extraordinary General Meeting.**

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

c. **Garbage Bins.**

Further to last month's WHS report, the steel blue bin situation has been extensively reviewed. The Committee's present preference is to replace them with plastic bins of the same model as the green bins. There are

considerable life-cycle cost savings to be harvested in this way. New plastic bins have been sourced but no solution as to what to do with the old steel bins has yet been found. **Action: DC**

A strike by Canberra's garbage truck drivers disrupted our regular collection arrangements in late May but normal collections have now been restored.

d. Next Telecom and Strata Buildings.

Next's proposal has been tested against anything that Telstra was able to offer. In the event, Telstra was unable to meet or better Next and the Committee accepted PF's recommendation that we transfer our common property telephone accounts i.e. for lifts, gas reading and fire panel, to Next. The annual saving is projected to be about \$520. This is not a great sum but it is on the right side of the ledger and the Committee is always conscious of its obligations in spending other people's money. **Action: PF, MA**

e. Actsmart Business Energy and Water Program.

Actsmart inspected the premises on 23rd May and has produced a comprehensive report into how we might reducing the electricity consumption in our common areas. Essentially this means replacing some 260 lights in the basement, lifts and grounds with LEDs. If we accept all of the recommendations, the capital cost would be \$44,160 (after the government rebate) with the payback period suggested as 4.3 years.

Actsmart has suggested starting with replacement of the lift lighting and the fluoros in the basement; this would take us close to the expenditure figure of \$10,000 which would attract the maximum rebate of \$5,000 and that the expected payback period is quick (1-3 years). The Committee agreed this would be a good place to start and will act accordingly. The Committee also decided that we should develop a staged plan to put to the next AGM. **Action: PF, HS**

f. LED lighting.

Free of charge, ActewAGL replaced 48 halogen downlights with LEDs in the corridor common areas on 16th May. (We had already converted some 20 ourselves as the halogens failed one by one.) This concludes a long and protracted campaign and will result in both brighter lighting and reduced electricity bills.

g. Pest Birds.

On 18th May, Australian Pest Bird Management attended to these unwelcome visitors and will be making weekly inspections until the present nuisance phase is over. We use Aiphachloralose as bait, in an approved and licensed application.

8. New Business.

a. New Managing Agent.

John and Jane Whiting have advised that they are soon retiring and the Committee has transferred our existing contract with Blandfordia to City Strata with effect 1st July, 2016. The many details that need to be attended

to range from bank accounts to our web site to our Apartment Manual. Compatibility of various software programs is a significant challenge. Work has begun on the transition. **Action: EC, MA**

The Committee recorded their appreciation of the Whitings' contribution, assistance and guidance these past five years and wish them a long and happy retirement.

b. Pets.

Out-of-session concurrence to a moggie in 16/19 was given by the Committee on 11th May, and to a Cairn terrier, Foxy, in 120/23 on 20th May.

c. External Lighting.

Out-of-session approval to external lighting in 30/23 was given on 20th May. New flooring arrangements were noted.

d. Intercom. The camera lens on the garage door intercom failed earlier in the month and has been replaced. The camera's line of sight needs to be adjusted so that a better focus on drivers' windows can be achieved. **Action: HS**

e. Letter Boxes.

The Committee is concerned at the ragged appearance of our letter boxes, most of which have 'No Junk Mail' signs on them but no two being alike. It is for consideration that all these individual signs be removed and that a single large notice be displayed covering the entire complex, in other words forbidding unsolicited material across the board. This would require a Rule change and would need to be put to the owners at the next AGM. **Action: DC**

f. Basement Water.

Recent rains have again meant minor flooding in the basement and in some storage cages in a pattern we have seen ever since the buildings were completed in September, 2008. It is confidently expected that the remedial work planned in the current contract will make such flooding a thing of the past. Nevertheless, the Committee will include advice in the Apartment Manual that stuff in storage is best kept in plastic boxes or mounted on pallets. **Action: DC**

Next Meeting: Monday 4th July, 2016, in Apartment 115/21.

D.J. Campbell
Chairman

7th June, 2016