

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 98
7th May, 2018 at 6.00 p.m.
Minutes**

Present: David Campbell (DC), Chairman & Secretary, 205/19; Peter Ford (PF), Treasurer, 115/21; Terry Gassner (TG), 12/19; Richard Heaney (RH), 28/23; Paul Perkins, 30/23; Horace Saducas (HS), 118/23.
Venue: Apartment 28/23

1. WHS Matters.

At long last, repairs to the broken paving tiles on the courtyard between Buildings 21 and 23 are largely completed. See also item 6.a below.
Our annual re-certification of the roof anchors was carried out by RIS Safety on 11th April.

See also Item 3 below about trimming trees on the verge.

A number of residents have complained about the very low volume of the fire testing announcements over the broadcast system. If residents can't hear the warnings, we have a serious safety issue. Our fire services contractor, P & T Fire Services, stepped up the amplification on 17th April. If this still proves inadequate, then there is a little more scope available. Residents are urged to report if they are still experiencing any problem.

2. Treasurer's Report.

PF presented his report. Funds on hand as at 30 April, 2018 were:

Administrative Fund	\$ 67,625.50
Sinking Fund	\$191,398.56
Total	\$259,024.06

These funds are represented by:

Bank balance Admin Fund	\$ 69,196.82
Bank balance Sinking Fund	\$ 90,819.11
Investment	\$100,579.45
Other Arrears	\$ 126.55
Interest on Overdue Levies	\$ 42.20

Total Assets **\$260,764.13**

Liabilities

GST Clearing Account	(\$ 2,646.29)
PAYG Clearing Account	\$ 150.00

Creditors	\$ 4236.36
Levies in advance	\$ 0.00
Total liabilities	\$ 1,740.07
Net Assets	\$259,024.06

Two thirds of our way through the financial year, *pro rata* Administrative Fund expenditure to date stands at a satisfactory 75%. This figure is important in the continuous monitoring of our budgeted and actual expenditure.

Major expenditure coming up will be for installation of pop-up sprinklers on the lawns and verge, which work has begun (see Item 3 below).

Sinking Fund costs this financial year have been \$79,380.70 (exclusive of GST), with the CCTV upgrade and solar power installation accounting for more than 80% of this. Notices for the six-monthly levies due on 1st June were posted today.

3. Landscape Report.

A major tree trimming exercise by Dowling Tree Services at the rear of the buildings commenced on 7th May. It's a big job and will get bigger by the year as the trees mature.

On 9th April, DC met with the arborist, Christine Rampling, to discuss trimming the two oak trees impacting on Building 23. Her advice is that permission is not required from TCCS for trimming branches up to 50 mm thick, and that a "sky gap" of two metres between the building and the tree is likewise able to be achieved. A quote is being sought from Dowling and a contract will be let accordingly.

We can also trim the trees on the verge that pose a hazard to pedestrians and cyclists using the footpath. The guideline here is that an adult cyclist should be safe.

The big oak in front of Building 23 has been found to be infected by Oak Leaf Miner, the larva of insects like moths. We will consider the matter after leaf fall and see if the problem recurs in the spring. Trunk injection of insecticide is the usual treatment but the problem may cure itself.

Action: DC

Christine will arrange for the stunted and diseased little eucalypt on the verge of Melbourne Avenue will be replaced by the ACT Government's "Fix My Street" service.

On 12th April, DC met with the Executive Director, National Capital Estate to discuss the NCAs plans for a loading zone on State Circle. NCA is a law unto itself and will do what it likes, practical advice to the contrary notwithstanding.

Work on the installation of pop-up sprinklers for the lawns and verge commenced on 18th April and could take up to four weeks to complete. Drilling under the footpaths has proved to be more difficult than anticipated because of the depth of road base beneath the concrete paving. A sticking valve caused the system in front of Building 17 to flood; this was repaired on 3rd May.

The recently planted citrus trees behind Building 21 will be protected from frost by enclosing them in a shade cloth structure. This will probably stay in place until the trees are two years old and will be able to cope by themselves.

Action: DC

4. Correspondence.

Correspondence in the month has been of a routine nature.

5. Web Site and Lift Notices.

Lift notices have continued to be rotated throughout the month.

The web site was down from 24th April and remained down for eleven days. No explanation has been given and, without that, there is no assurance there will be no recurrence.

6. Business Arising from Previous Minutes.

a. Broken Paving Tiles.

Most of the pavers were replaced in early April. The outstanding work (grouting, expansion joints that require silicon and two broken tiles) should be undertaken this week. A useful number of unbroken tiles were able to be salvaged and will no doubt prove their value in the future.

Action: RH

b. Rain Damage.

National Capital Roofing has still to repair the leaking kitchen vent and fireplace chimney on Building 19. The damage was first reported in November last year. Needless to say, NCR have been hastened yet again. Two minor leaks in the basement remain to be repaired under warranty by Remedial Building Services who has also yet again been hastened (for the sixth time).

Action: DC

The leaks in the basement above car park 10 have been repaired. Water was coming down through and around electrical conduits from bollard lighting in the courtyard above. New conduits had to be installed and the penetrations sealed. Similar new leaks under Buildings 21 and 23 have just been reported and will be dealt with commencing on 8th May.

It is likely that all 84 bollards will need attention in these regards over time. The repairs brought to light other problems such as the heavily corroded bolts that secure the bollards to the concrete base. Inadequate provision is made in the Sinking Fund for the repair and replacement of the bollards and this will be addressed before the 2018 AGM.

Action: PF

c. Solar Power.

Devices that should have been part of the initial installation were added to the system in February. These display wattage being generated in real time and also the accumulated daily and lifetime power – useful information.

The question of revenue from feed-in tariffs remains to be resolved. It is a complex matter revolving around whether the meter has been properly configured and by whom. The meter records just how much of our surplus generation is being fed into the grid, critical data for our billings. Four parties are involved: SolarHub, ActewAGL, ActewAGL Retail and Evo. Evo Energy Technologies provides a range of support services to ActewAGL and came on the scene in December in the midst of our installation being completed; something may have fallen between the cracks during the transition. In any event, PP and HS report good cooperation among the parties and all are striving to reach a satisfactory outcome for us.

Action: PP, HS

In a separate development, SolarHub have solicited the Committee's participation in their Referral Program. Specifically, if we are happy with their service and refer a friend who also buys a system from SolarHub, then we will each be offered \$100. If accepted, this would be a blatant breach of our Code of Conduct and, naturally, the Committee has spurned the offer.

d. Neighbour's Fence Overgrowth.

We still await a response from the neighbouring property at 8 Somers Crescent over their foliage overhanging the boundary fence. They have been hastened twice but without evoking any response. It being clear they were never going to oblige, we did the job ourselves on 7th May.

e. Australia Day Disturbance.

The tenants concerned have been served with a breach notice.

g. ActewAGL Lighting Offer.

On a technicality over installed wattage, ActewAGL has ruled against our eligibility for replacement of some of our common property neon lighting. This is no great loss as we were well ahead of the game using our own resources and will remain so.

h. Sump Pump.

QMax has had difficulty sourcing replacements for the float valves. They, too, have again been hastened again and again. **Action: MA, HS**

i. Garage Door

A contract has been let for \$3180 for the refurbishment of the door by Capital Doorworks. It is hoped the work will be carried out on Thursday 17th May. Residents will be warned in good time to plan their comings and goings. **Action: DC.**

j. Slamming Doors.

Having been hastened too many times to count, Progressive Controls Pty Ltd have finally adjusted the front doors of all four buildings on 3rd May but No 19's now requires further attention. In the basement, two replacement door closers are needed. **Action TG, MA**

k. Record Keeping.

Rationalisation of the various paper records has been completed. Files will be kept in cabinets in the small cage.

l. Roofing Defects.

Problems remain with the fascia and fascia flashing on the frontage of Building 21. All investigating parties have yet again been hastened.

Action: DC

7. New Business.

a. Electric Cars.

The advent of these things in Capital Hill Apartments is inevitable. The Committee discussed provision of re-charging facilities in the basement. No case could be made for the Owners Corporation to bear the cost of installation and/or operation. A useful website that explores the issues is <https://www.ergon.com.au/network/smarter-energy/electric-vehicles/charging-your-electric-vehicle>

The Committee noted that it is possible to recharge from a domestic 240 volt outlet, several of which are in the basement. It could prove necessary to disconnect or lock

these. If owners have GPOs in their cages chargeable to their meters, they can of course use them. However if fast chargers are used then the load on the Apartment's switchboard may be excessive and expensive modification to this and the circuits would be required.

The Committee will keep the matter under review. In the meantime, the Owners' Corporation Network will be asked to share any experience they might have.

Action: PF

b. Risk Management Plan and Code of Conduct.

In 2014, the Committee drew up a Risk Management Plan. It canvassed potential risks in nine areas of management concern: Personal Injury, Damage to Personal and Common Property, Financial Loss, etc. The Committee has judged it prudent to review our compliance with the plan and to test its comprehensiveness. The Committee concluded the Plan continues to meet the needs of UP 3259 but, in an abundance of caution, will incorporate an annual review in the budget process. In a related consideration, the Executive Committee members must comply with the statutory Code of Conduct at Part 1.1 of Schedule 1 of the Unit Titles (Management) Act, 2011. It follows that the Risk Management Plan should be – and is – fully consistent with that Code of Conduct.

Action: All

c. Hastening Tradies.

One of the Committee's perennial frustrations and exasperations is the tardiness of our tradies to commence work on the jobs they have contracted to perform. It is not unusual for some to have to be hastened as many as seven times. Of the dozens of contractors we engage throughout the year, barely half-a-dozen can be regarded as reliable in meeting their own timescales and the practice is a great waste of the Committee's time and effort. We understand it's a defining characteristic of the Canberra market, not that it's any comfort.

8. Next Meeting.

Monday 4th June, 2018 in Apartment 12/19.

D.J. Campbell
Chairman

8th May, 2018