

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 100**

4th June, 2018 at 6.00 p.m.

Apartment 12/19

Minutes

Present: David Campbell (DC), Chairman and Secretary; Peter Ford (PF), Treasurer, 115/21; Terry Gassner (TG), 12/19; Paul Perkins (PP), 30/23; Horace Saducas (HS), 118/23.

Apology: Richard Heaney (RH), 28/23.

1. WHS Matters.

No incidents have occurred, hazards noted or alarms raised during the month.

2. Treasurer's Report.

PF presented the accounts as of 31st May, 2018.

Funds on Hand:

Administrative Fund	\$ 43,711.85
Sinking Fund	\$185,958.92
Total	\$229,670.77

Funds Represented by:

Bank balance Admin Fund	\$ 87,313.95
Bank balance Sinking Fund	\$117,494.51
Investment	\$100,579.45
Other Arrears	\$ 456.55
Interest on Overdue Levies	\$ 42.20

Total Assets **\$305,886.66**

Liabilities

GST Clearing Account	(\$ 5,581.61)
PAYG Clearing Account	\$ 150.00
Levies in advance	\$ 81,647.50

Total liabilities **\$ 76,215.89**

Net Assets **\$229,670.77**

***Pro Rata Administrative Expenditure* 78%**

The funds remain in a very healthy state, well able to cope with the high level of expenditure on several major projects at present.

Our investment in BOQ StrataCash Term Deposit (that stands at present at \$100,579.45) matures on 6th June 2018. The Committee has renewed this sum for a further three months at the current interest rate of 2%. Before this deposit matures, the Committee will develop a clearer approach to this subject. The Term Deposit(s) essentially “park” large sums of accumulated money for the Sinking Fund and so longer term deposits would better fit this need. The Australian Government has guaranteed deposits up to \$250,000 in Authorised Deposit-taking Institutions and we need to check our deposits are safe in this regard. **Action: PF**

3. Landscape Report.

We have extended the irrigation system to go around the corner for the Melbourne Avenue lawns and verge. The job would be incomplete otherwise. It is, however, a major expense. Altogether, work on lawns and verges will amount to more than \$50,000. There is adequate provision in the budget, nevertheless the Committee is maintaining close scrutiny over this project. A comprehensive plan has been drawn up to manage the verge trees during trench digging and related works. The lawn sprinklers have been installed although remedial grass seeding has yet to be completed. Work on the verge sprinklers has begun.

The oak trees by Building 23 have yet to be trimmed. All Seasons has been hastened to sub-contract Dowling Tree Services.

The ACT Government has acknowledged our request for the removal and replacement of the stunted and diseased eucalypt on the corner of State Circle and Melbourne Avenue. It has been assigned a low priority which is defined as having a waiting list as long as 12 months. The tree was nevertheless removed on 15th May although the stump remains.

4. Correspondence.

Routine stuff only, including a letter of welcome to the new tenant in 18/21.

5. Web Site and Lift Notices.

The cause of the web site’s outage last month has been identified. There was a problem with the hosting company switching from one server to another and some of the information being transferred was corrupted. This was not picked at first because this is evidently a rare occurrence and it was only after looking for usual reasons like scamming or hacking, that Technowand (who manage our site) investigated the hosting company’s situation and discovered the cause. They then requested the hosting company to repair the web site and get it backed up. This has been done but, annoyingly, the site was temporarily down again on 24th May.

A picture has been added to the Photo Gallery. Minor amendments have been made to the Apartment Manual.

Placing notices in the lifts and on basement doors is a primary means of keeping residents informed of issues that affect us all. The Committee was interested to note that since the practice was commenced in December 2012, some 64 different notices have been posted at one time or another. Most recently was advice about the garage door not being able to be used because of maintenance. Of these 64, 22 are of an enduring nature and are repeated regularly and frequently, for example, reminding residents of the need to check smoke alarm batteries. The Committee like to think these notices are appreciated even though some residents remain unable to follow the simple rules about garbage disposal despite frequent reminders.

At present, two apartments are for sale and two for rent.

6. Business Arising from Previous Minutes.

a. Broken Paving Tiles.

For the record, the replacement tiles are “Snowy Ice”, anti-slip and frost resistant. They’re obtainable from Tileflair, 22 Essington Street, Mitchell; (02) 6162-3080. The Committee is buying a stock of six spares in the event replacements are needed; the dye colour varies with successive lots and we would wish to avoid a checkerboard effect.

The balance of the retiling has yet to be completed and the contractor, #14 Pty Ltd, has yet again been hastened. **Action: RH**

b. Rain Damage.

The leaks beneath Buildings 21 and 23 from bollard electrical conduits were fixed on 8th-16th May in a joint effort of Wayne Taylor and Six Star plumbing.

Very satisfactory repairs to two major vents on the roof of Building 19 were carried out by National Capital Roofing on 22nd May (after no fewer than 13 postponements of scheduled dates and times over three months). This work completes the current program, which began six months ago, apart from the works at 6.f below.

No positive response has been received from Remedial Building Services about the basement leak beneath Building 17. This matter has dragged on for more than six months. They have again been hastened.

c. Solar Power.

The Committee’s (that is to say PP’s and HS’s) relentless efforts in pursuing our electricity billings have been successful. On 25th May, ActewAGL’s billing team advised that the invoices from December 2017 onwards for the house power electricity account for Units Plan 3259 have been reversed and reissued with the solar export credit of \$1,233.13 applied. This figure invites some clarification from ActewAGL. **Action: PP**

This business has underscored the need for us to undertake comprehensive data collection and analysis in order to reconcile the billings. An internet connection would be needed and we should test the market to see whether an additional phone line can be bundled with the existing contract with Next Telecom or whether there might be a more economical alternative. **Action: PP**

d. Sump Pump.

Building 23’s sump pump that failed in February was finally able to be repaired by QMax on 18th May. A clever new conductivity sensor probe has replaced the clumsy old floats

that measured water levels and activated the pump but no sooner had this been installed than the system failed again. QMax has yet to return to effect further repairs.

d. Slamming Doors.

We still await response from Progressive Controls about the basement door closers and the jamming door on Building 19. TG described the trouble he is having in getting Progressive Controls to procure the parts and to schedule repairs. The matter is further complicated by evidence that the door frame has become distorted and this will need concurrent attention by a separate contractor who has yet to be identified.

Action: TG, PF

f. Roofing Defects.

DC had consulted Solve Projects about the problem with the fascia on the front of all four buildings and on 11th May, DC and HS followed this up with a meeting on site with Damian O'Halloran from Hawker Roofing. It's an old problem going back to original construction. Simply put, at about 12 mm the roof edge flashing is not deep enough; 50 – 80 mm is the standard but Becton did not comply. Consequently, rain water is able to get under the roof and soffits. The estimate in 2015 to repair was about \$100,000 which was unaffordable. Hawker Roofing was asked for a quote for temporary repair and a contract for \$4,950.00 (including GST) has been let. The work was satisfactorily carried out on 29th May. It is expected this action will keep us safe and dry for the foreseeable future.

g. Garage Door.

Capital Doorworks carried out a major refurbishment of the garage roller door on 17th May at a cost of \$3,180. The opportunity was taken to replenish our stock of spare springs; these are held in the Large Storage Cage.

h. Parking on State Circle.

The Committee continues to maintain contact with Lachlan Wood, Executive Director, National Capital Estate, National Capital Authority, over concerns about parking on State Circle and its implications for vehicles parking on our lawns and verge.

We have already noticed some improvement in parking compliance as a result of NCA's increased focus on policing in the area. NCA acknowledges our concerns regarding the effectiveness of installing a loading zone but remains of the view that this approach, combined with parking enforcement, is the most appropriate first management strategy and is strongly preferred to the installation of bollards. NCA will progress the establishment of the loading zone combined with signage stating that driving on the grass is not permitted.

The Committee accepts that bollards are a dead issue in the light of NCA's blanket refusal of the concept but remains bemused that the NCA position on parking and loading zones is a complete reversal of its position made clear in a letter to us of 17th December, 2014.

7. Other Business.

a. Owners Corporation Network.

PP will attend an OCN Executive Committee Training session on 14th June. The topics include Roles, Rules, Conflict Resolution and ACAT.

b. Relocation of City Strata's Office.

Effective from 30th May, City Strata has relocated its office to 27 Torrens Street, Braddon, although all contact details remain unchanged. The web site and Apartment Manual have been amended accordingly.

c. 2018-19 Budget.

PF led a discussion about our preparations for the 2018-19 Budget. Adjustments to provisions in the Administrative Fund are essentially matters of routine fine tuning from one year to the next, based on established patterns of expenditure, but significant further work is needed for the Sinking Fund where gaps continue to be found. For instance, no provision is made for some plant and equipment such as the boilers and the extraction fans. Existing contracts need to be reviewed in this context to ensure that requirements for replacement or enhancement are fully understood. A series of workshops is planned with the first one at 10.00 a.m. on Saturday, 7th July in Apartment 115/21. **Action: All**

8. Next Meeting

Monday, 2nd July, 2018, in Apartment 115/21.

D.J. Campbell.
Chairman

5th June, 2018