

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 103
3rd September, 2018 at 6.00 p.m.
Apartment 115/21
Minutes**

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

1. WHS Matters.

The break in of 18 August (see item 6.d below) constituted a safety concern in that the damaged and jammed fire exit door on Melbourne Avenue could not be opened or closed. The problem was promptly dealt with.

2. Treasurer's Report.

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

Funds on Hand:

Administrative Fund	\$ 69,538.72
Sinking Fund	\$187,596.69
Total	\$257,135.41

Funds Represented by:

Current Assets

Bank balance Admin Fund	\$ 67,938.83
Bank balance Sinking Fund	\$ 80,669.71
Investment A/C BOQ 2	\$101,246.31

Levies in Arrears	\$ 1,899.76
Other Arrears	\$ 393.46
Interest on Overdue Levies	\$ 111.55

Total Assets **\$252,259.62**

Liabilities

GST Clearing Account	\$ (6,217.04)
Creditors	\$ 1,251.25
Total liabilities	\$ (4,875.41)

Net Assets **\$257,135.41**

Total Administrative Expenditure (excluding GST)	\$214,691.74
Administrative Budget	\$218,210.00
Administrative Expenditure/Budget	98%

Sinking Fund Expenditure 2017/18 (including GST)

Exhaust canopies	\$10,890.00	
Garage Door Motor Drum parts	\$3,180.00	
Garden irrigation	\$44,818.18	
Plant and equipment	\$54,896.34	
Roof vents	\$4,950.00	
Security CCTV upgrade	\$16,844.00	
Total Sinking Fund Expenditure		\$133,849.33
Annualised budget		\$ 74,396.00
Sinking Fund expenditure/annualised Budget		180%

3. Landscape Report.

We look forward to spring planting and the chance for the lawns to recover.

4. Correspondence.

Routine matters only.

5. Web Site and Lift Notices.

Lift notices have been routinely turned over.

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

6. Business Arising from Previous Minutes.

a. Broken Paving Tiles.

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

Action: RH

As noted last month, grouting generally throughout the complex is in poor condition and needs attention. The walkway to the east of Building 17 is in particular need and includes some cracked tiles. A quote has been sought from Dave Le Roux who has also been asked to quote for repairs and repainting of internal walls. He, too, will be hastened.

Action: DC

b. Rain Damage.

Remedial Building Services finally turned up on 31st August to attend to the minor basement leak beneath Building 17. An additional length of channel and angle was installed under the deckhead and has already proved to be effective in recent rain.

c. Solar Power.

No progress has been made this past month. The prime contractor will again be hastened.

Action: PP

d. Break In.

Yet another break in to the basement was attempted on 18th August. A temporary repair was effected by Class Locksmiths but damage to the fire exit door on Melbourne Avenue was such that it has to be replaced.; it is not a stock size and is being specially manufactured by P&T. Our insurance should cover this expense. **Action: MA**

The Police have yet to be informed (**Action: RH**) - not that there is any expectation that they will do anything (if previous incidents are any guide) but at least the matter will be on record.

The Committee discussed what further reasonable and affordable physical security measures could be taken. CCTV coverage has been fine tuned. The garage door is a potential weakness and will remain so as long as residents ignore the advice about tailgating. The most vulnerable basement exit door (there are six) is the one on Melbourne Avenue and a quote has been sought from Blitz Security for the installation of an external CCTV camera. There is no capacity in the existing CCTV system for other cameras without a major upgrade and it was noted that we have already spent over \$16,000 this year on such upgrades. Warning signs will be placed on all basement doors.

Action: RH

e. Gas Meters.

ActewAGL was asked why the July invoices were all based on estimated readings. We were told that the problem is well known by ActewAGL and that it has been occurring all too often of late. The explanation is that Jemena Gas is contracted to do the readings and advise ActewAGL of the results. The fault is that Gemena is slow in supplying the data and ActewAGL's accounting system has a default date for the issuing of the billings. If the data is not received by the time the billings must be compiled, an algorithm estimates the charges based on historical usage data.

For what it's worth, we're told the matter is being sorted out between the two entities.

f. Annual General Meeting.

Tuesday 16th October, at 6.00 p.m., has been selected and Eastlakes Football Club has been booked. DC and PF will meet with the MA to finalise the Agenda and supporting papers that will need to be distributed shortly. **Action: DC, PF,**

MA

DC advised that he will be standing down as Chairman and Secretary at the AGM and that we should early begin to seek volunteers for the Committee. Other Committee members have indicated they will stand for re-election.

Action: All

g. Carpet Cleaning.

Encore cleaned the carpets in corridors and stairs on Wednesday 15th August with very satisfactory results. They charged the same price as last year: \$539.00 including GST.

7. Other Business.

a. Window Cleaning

Weather permitting, windows will be cleaned by Harold's on Tuesday 11th September. Residents will be reminded to close their windows on that day. **Action: TG,**

MA

b. Insurance.

City Strata has obtained competitive quotes for the renewal of our Strata Insurance. The Committee accepted the bid from CHU, our current insurers, for cover of \$44,100,000 at a premium of \$27,794.73.

In a related matter, CHU has asked whether UP3259 might have Aluminium Composite Panels installed and has suggested we pay a consultant \$2,717.00 to provide the answer. We know there is no such cladding (our construction is of rendered concrete) and have challenged the requirement.

Action: DC, MA

c. Owners Corporation Network

OCN is revamping its website and has asked whether we would like to link the public pages of our website to theirs. The Committee agreed to this.

Action: PF

d. Air BNB

For some time now, the Committee has been watching the encroachment of AirBNB in the Forrest area, including in an immediate neighbour's apartments. We already see 30 day rentals in Capital Hill Apartments and wonder if Air BNB is that far away. The concerns range from changing the nature of our apartments from a straightforward residential complex to a sort of hotel; security; and additional wear and tear because of increased removal-like traffic. The press is increasingly carrying bad news stories about Air BNB. The Committee decided to take up the matter with the OCN with a view to making representations to the ACT Government.

Action:

PF, MA

e. Financial Arrangements

Ten years after our establishment, the Committee decided, as a matter of fiscal prudence, to have an independent auditor next year conduct a review of our financial and banking arrangements.

Action: RH

f. Next Meeting.

Monday, 1st October, 2018, in Apartment 205/19.

D.J. Campbell.
Chairman

4th September, 2018