

**UP 3259 CAPITAL HILL APARTMENTS**  
**EXECUTIVE COMMITTEE MEETING No 80**  
**8<sup>th</sup> August, 2016**

**Minutes**

**Venue:** Apartment 205/19

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

**Note:** These routine meetings are now scheduled for the second Monday of each month instead of the first. This is to allow City Strata time to produce the financial report.

**A. WHS Matters.**

Fire and evacuation alarms were routinely tested on 4<sup>th</sup> August. Our statutory obligation is to provide a safe workplace and that includes an environment free from harassment and like behaviour. Recently a tenant took it upon herself to criticise some of our landscape gardeners, and unjustly at that. The tenant's agent is being advised of this unacceptable (and illegal) behaviour. **Action: DC, MA**

**B. Treasurer's Report.**

Ash Morgan and Julie Edgerton from City Strata attended for this item to take the Committee through the financial statements in the very comprehensive format they produce. The report now includes Balance Sheet, Statement of Income and Expenditure, Aged Balance Sheet, and General Ledger Transaction List. The Committee is very pleased with this extra detail. Funds on hand as of 8<sup>th</sup> August total \$292,042.08, comprising Administrative Fund \$252,651.48 and Sinking Fund \$39,390.60. The six-monthly Levy notices were sent out in mid-May. The money is still coming in but some \$17,986.70 remain in arrears 30+ days. The Committee has authorised City Strata to pay our routine bills up to \$1000 without the need for prior consultation. Urgent and critical works (e.g. in the case of human safety or serious physical damage) will be undertaken at the MA's discretion and judgement with the Committee's approval being sought in retrospect. At present, funds on hand sit as Cash at Bank. The Committee decided that at least \$200,000 should be put into an interest-bearing term deposit. The situation will be further determined in the context of the forthcoming budget. **Action: PF, MA**

**C. Landscape Report.**

The Japanese maples (Emerald Lace) and jasmine have been planted in the big new boxes. Work is well underway on the garden beds in front of the buildings to replace the *Grevillea* with *Azalea* Red Wing and *Pieris* Christmas Cheer. With the last of the scaffolding and fencing now removed, work on remediation of the lawns and their irrigation systems is now able to begin in earnest.

*Correa 'Dusky bells'* and *Dietes* (a wild iris) are yet to be re-planted in the forlorn small planter boxes on the eastern side of Building 17.

Sumps at the rear of the complex need cleaning of leaves and other detritus.

**Action: TG**

**D. Remedial Insurance Work.**

We are still in the home stretch which, unfortunately, is extending. Weather permitting, the contractors should be off the site in about two weeks. A list of over 200 remaining jobs has been drawn up and most of these have now been completed as sunny spells permitted. The major outstanding action is to complete external painting and in the basement, and work on the ramp on the east of Building 17. Tidiness of the site remains a concern. **Action: DC**

**E. Correspondence.**

Correspondence during the month included letters to owners about the change of Managing Agent. These were followed by City Strata Welcome Packs with further details about the new arrangements; see also G.4 below.

**F. Web Site and Lift Notices.**

Visitor statistics for July are not available. City Strata will be able to provide monthly figures in future.

Lift notices have been routinely turned over.

The Apartment Manual's list of favoured tradesmen has been amended with regard to General Handyman and Painter.

**G. Business Arising from Previous Minutes.**

**1. Sinking Fund.**

The Committee is still awaiting the revised Sinking Fund plan from Donald Cant Watts Corke. **Action: HS, PF**

**2. Extraordinary General Meeting.**

Because the Sinking Fund and related matters remain unresolved, the Committee decided that we are now unable to program an EGM before the AGM that will probably be held on Wednesday 19<sup>th</sup> October. The EGM agenda will now be subsumed by the AGM's.

**Action: DC, PF, HS, MA**

**3. AGM Agenda**

Motions other than the standard items will include:

1. Amendments to Sinking Fund Plan – PF
2. Letter box signage – DC
3. Solar Panels see H.5 below – HS

**4. New Managing Agent.**

Matters continue to settle down well. City Strata is not yet managing our web site although this is expected any day. Some owners have expressed confusion about City Strata's web portal offer. The portal is a welcome innovation, chiefly an opportunity for owners to pay levies and other charges in a variety of manners; but there is no obligation to use it and whatever means of payment owners have been using in the past remain available in the future. The portal is not an alternative to

the Capital Hill Apartments website which contains a variety of material for tenants as well as owners. Our web site will remain our primary means of disseminating crucial information such as our Rules, the Apartment Manual and Minutes of meetings as well as News and other items. Log-on procedures for the site and for the restricted Owners Pages remain unchanged.

5. **Garbage Bins.**

The steel blue bins were repaired on 29<sup>th</sup> July. The undercarriages were repaired and reinforced and the castors replaced. The lid hinges were similarly repaired and reinforced.

In related work, the speed hump was replaced the day previously. The new hump is softer and is easier on the steel bins. All this effort should extend the lives of the bins for many years.

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

The first phase of replacing basement lighting with energy-efficient LEDs has been completed at a cost of \$10,582. This expenditure is offset by the ACT Government's rebate of \$5000, the application for which is being processed. Already the benefit can be seen in far brighter spaces and, not incidentally, at half the former running cost. Further lights will be replaced as funds allow. **Action: HS, MA**

7. **Garage Door Intercom.**

The camera lens on the garage door intercom has been adjusted to provide better focus on drivers' windows.

H. **New Business.**

1. **Street Lights.**

The four street lights (numbered 3133, 3134, 3135 and 3136) in front of the Apartments became unserviceable two months ago and, later, those on the other side of the street also failed. The matter was kicked around between ACT and Federal bureaucracies for weeks. Finally, Ministerial offices were engaged and NCA now accepts responsibility. Lighting was finally restored on 4<sup>th</sup> August - but since then, five lights have failed. NCA has again been informed.

2. **Current Repairs**

Work orders have been placed for repairs to skirting boards in three apartments in Buildings 17 and 23. Causes of the damage have varied between failed waterproof membranes and building subsidence. Our insurance does not cover such matters and the cost needs to be borne by the Administrative Fund.

Investigation into water ingress in two apartments in Building 21 are underway and a quote for \$1890 from SealMasters has been received.

**Action: DC, MA**

3. **Gates**

Both the garden gate and that of the garbage enclosure have been repaired by City Strata's contract handyman, Dave Le Ruez.

#### 4. **Building Defect Reforms.**

After months of huffing and puffing, on 2nd August the ACT Legislative Assembly passed the Building and Construction Legislation Amendment Bill 2016. The intention is improve the integrity and effectiveness of the ACT's building regulatory system. That may be so but it is not retrospective and has no direct application to Capital Hill Apartments.

#### 5. **Solar Power.**

Solar Hub has finally returned with a revised report and quote for a solar power installation at Capital Hill Apartments. In brief, the proposal is:

- 39 panels would be installed on the roof of each of the main buildings. The final layout would be determined during the design and engineering phase of the project.
- The system would comprise four inverters (SMA – STP10000) that would be mounted on a wall in the basement of the building.
- There would be no requirement to upgrade our switchboard. Some minor modifications would be required to install a new 4-pole solar supply main switch and the cost of this has been included in the quotation.
- The proposal is for a 40.56kW system to be installed. This system would be entitled to a rebate of \$35,112 (including GST) and has been deducted from the system prices in the quotation
- Total figures include the cost of a structural engineer and Building Approval for the solar photovoltaic system.

In short, the proposal is for the design, supply and installation of premium quality 260W Jinko Solar Panels and SMA Tripower Inverters at a total cost of \$71,629 (excluding GST). The expectation is that our electricity bill would be reduced by 35-45% and that the payback period would be about seven years.

The question before the Committee is whether to go ahead with this major project and, if so, what the financial arrangements might be, e.g. bank loan or levy. The Committee approved a Statement of Requirements prepared by HS to be used in seeking at least other tenders. A comprehensive case will be put for owners' decision at either the forthcoming AGM or a specially convened EGM early next year.

#### 6. **Pest Birds**

The contract with Australian Pest Bird Management Pty Ltd has been renewed for three years from 31st August 2016.

#### 7. **Roof Anchors**

The Committee decided not to have the anchors re-certified at this stage but rather wait until a specific need arose, e.g. solar panel installation.

**8. Exit Sign**

A broken exit sign has been found in Level 2 of Building 21. The culprit is unknown. This particular fitting is no longer manufactured and an alternative has been sourced. It will require special installation. **Action:**  
**HS**

**9. Owners Corporation Network**

The AGM will be held on 15<sup>th</sup> August; PF will attend on our behalf. The current OCN Newsletter contains interesting articles about Corporate Registers (upholding the stand we've long taken), Airbnb and like businesses in residential properties (again ditto), and s.119 Certificate fees.

**Next Meeting:** Monday 12<sup>th</sup> September, 2016, in Apartment 205.

D.J. Campbell  
Chairman

9<sup>th</sup> August, 2016