

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 22 (7 March 2011)**

Held at 6:00 PM Monday 7 March 2011 at David's apartment, 205/19.

Invitees: David Campbell (205/19), Debra Northover (201/17), Marilyn Jessop (203/17), Horace Saducas (118/23), Gunnar Sirel (28/23), Glenn Ashe (5/17), Shelley Thomson (101/17), Gaye McDermott (207/21), Peter Hodge (108/19)

Apologies: Rob Northover (201/17)

In attendance: John Whiting, principal, Blandfordia Real Estate

MINUTES

1. **Welcome to John Whiting.** David introduced John to the Committee, who warmly welcomed him to Capital Hill Apartments, expressing their wish for a long and fruitful association with Blandfordia. John later proposed that he should attend all future meetings and the Committee was most pleased to agree to this.
2. **Presentation by John on a Capital Hill Apartments web site.** John showed a draft of what such a site could look like and various additions and uses were discussed, together with the practicalities of managing the site. John described two options for proceeding: one supported by AussieHQ, for example, at a cost of \$40/month plus set up, and one hosted by Blandfordia costing about \$200 to set up (including ColdFusion's password administration) and domain registration expenses of \$20/two years. John confirmed the URL www.capitalhillapartments.com.au was available. The Committee was delighted at the prospect and invited John to go ahead with the second option. The cCommittee also gratefully accepted John's offer to develop the site at no cost to us. Deb and David would liaise with John and Joan over the site's content and other detail. **Action: Blandfordia, Deb, David**
3. **Treasurer's Report.** Horace was unable to present the customary monthly report because of the hiatus of the transition between Managing Agents. The status of the Term Deposit was discussed. [This has been the subject of subsequent email traffic.]
4. **Last meeting's minutes, business arising.**
 - a. **Managing Agent.** David reported that a contract with Blandfordia to 31 August 2011 had been signed. John confirmed that the handover from ACT Strata Management Services with effect 28 February had been completed and that he had received all the records, keys, swipes, etc, including a bank cheque for \$159, 834.54. The Committee discussed transition issues, noting that care was needed to ensure that nothing 'fell between the cracks', particularly with regard to open contracts, such as that for repair to the eaves. John spoke briefly of his concept of adding value to the MA service, citing 24/7 responsiveness, an all-inclusive single Schedule to the contract, and the web site as examples of the enhanced service we could expect from Blandfordia.
 - b. **Elevator Swipes.** Horace advised that placing the contracts with Schindler and John Hogh was mishandled by ACT Strata Management but is now on track. Work should commence within a fortnight. Horace further advised that the two minute access from the garage door intercom could be extended to five minutes (thus giving more time for parking, etc) and the Committee

agreed to trial this. Owners and residents will need to be advised of the new operating procedures, perhaps by way of a letter box drop. **Action: Horace**

- c. **Window Cleaning.** Members agreed to resurrect the quote provided last year by Harold Dimple as a basis for further development by the MA. Details of the service to be provided need clarification, eg, the method and frequency of gutter cleaning and the inclusion of the ‘Ned Kelly’ box drains, cleaning the eaves and window sills, and not cleaning the ground floor windows. The Committee confirmed the requirement for treatment based on the autumnal leaf drop and six months thereafter. David would forward a copy of the quote to the MA. **Action: Blandfordia, David**

- d. **Signage update.** David advised that nothing further had been heard on either the Danny/Monica incident or the LJ Hooker matter. We can expect signage issues to crop up again from time to time but, in the meanwhile, no further action is required.

- e. **Flooding– update: Polyseal, grates, pumps. New plumber.**

Polyseal and Grant were in attendance on 17 February and undertook to re-seal the offending joints outside Block 17 and in the basement. Grant again acknowledged that he owed us responses about pumps and floor grates but could not say when this information might be forthcoming.

ACTEWAGL had reported a leak in the hot water room in Block 19 on 23 February. ACT Strata Management again mismanaged the situation but on 3 March, the leak was repaired by our new plumber, Robert Edwards of 6 Star Plumbing. Robert also fixed another plumbing problem and undertook to provide advice about price and availability of gratings for the basement floor. When these are to hand, Becton will be asked to agree to pay and we would then arrange their purchase and installation. Robert also gave good advice about cleaning the oily water separator. [Horace followed this up and later concluded that we should use a licenced liquid waste remover, Cleanaway. **Action: Horace.**] David and Horace were impressed by Robert’s evident competence compared with recent performance by Pat’s Plumbing. **Action: David**

- f. **Other outstanding Becton items e.g., lighting, pebbles, paving, insulation.** As mentioned, David met with Grant on site on 17 February. It was the usual unsatisfactory meeting with much promised but nothing much delivered. The Committee agreed that the time has come for another formal complaint to Becton’s CEO, but couched in language not to get Grant off-side. **Action: David**

Grant had finally provided details on the **pavers**. David has since purchased 60 (about 15 square metres) for \$485.25, and has placed them in the storage cage. David to be reimbursed. **Action: Blandfordia**

Grant again undertook to fix the problem with exposed conduits and the **pebbles**. He has been saying this for two years.

Grant agreed that Becton will arrange for the six protruding **cats eye lights** to be removed and re-cored so that they sit flush with the slab. He affirmed that Becton will take no further action on the other unserviceable fixtures, arguing that they will need to be replaced as part of our routine maintenance of the development. He said he has requested the light details, including the wholesaler’s contact number from the installer, for our future use.

Grant again evaded the problem of improper installation of **insulation** above down lights throughout the development.

- g. **Pin oak – update.** Grant had advised that CHLE (the original contractor) was to have fixed the cables on several occasions, most recently last week. Becton was again hastened and the contractor began work on 7 March. **Action: David**

- h. Block 17 Fire Main.** Rob had reported a slight leak but in the event, no action was needed. Unless there is some catastrophic disaster which could reasonably be sheeted home to design/installation, such problems should be attended to by NFS and be regarded as a routine maintenance issue, not a matter for Becton.
- i. Video surveillance.** The recommended provider (an ACT Strata Management contractor) has again failed to provide a detailed quote. In the meanwhile, Horace has asked John Hoge also to bid. The Committee again voiced concern about the efficacy of such a system but agreed to await the quote so that better informed decision could be made. **Action: Horace**
- j. Overgrown vegetation rear fence.** Correspondence has been exchanged with Westpac, their lawyers (Henry Davis York) and Peter Blackshaw, about 8 Somers Crescent and the bamboo. They finally understand the requirement but have yet to act. Correspondence on the subject will be passed to Blandfordia for follow-up action. **Action: David and Blandfordia**

Grapevines and other foliage are in the ACTEW and TransAct cables behind the Apartments, as well as weighing heavily on our fence. David has met with the owner of 16 Somers, who promised to have his stuff trimmed by mid-March. Other owners in that street (numbers 10, 12 and 14) also need to be made aware of the need for pruning. All of them to a greater or lesser extent, have foliage weighing on our fence. **Action: Blandfordia**

- k. Punching bag.** Lyn 'passed the buck' to Blandfordia on 14 February, despite being paid to carry out such functions until 28 February. John wrote to the owner of Apt 19/21, who has only partly responded, i.e. the bag is not always on display but the ceiling fitting remains. A further, sterner letter is needed to the owner. David explained to John that in cases like this, the line to be taken is that if an occupant cannot abide by our rules, he can find another place to live. **Action: Blandfordia**

- l. Crown lease.** A recent request to lease an apartment as business premises had been flatly refused by the ExCom on the grounds that such usage was contrary to the purpose clause (residential only) under the Crown Lease. Members were satisfied that the definition given in the Lease ('primary purpose of providing shelter for human habitation...etc') was clear enough and needed no further interpretation.

The incident also gave rise to consideration of extending our lease beyond its present termination date of April 2057. Members agreed the idea had merit, even if it is not something that needs to be resolved immediately. Much needs to be learned about the process and Gunnar offered to carry out the investigations. **Action: Gunnar.**

- m. Stores cage key.** David has had a duplicate key cut. It is in the Key Cabinet and tagged No 15.
- n. Eaves.** ACT Strata Management say they contracted their maintenance man, Steve Kolak, on 8 February to repair the eaves. When last hastened on 22 February, the response was that a Boom Lift would be required and that none was available until mid-March. We will need to monitor this 'progress' and if nothing is happening, we will need to reassign the contract. **Action: Blandfordia**

5. Other Business.

- David raised the question of Honoraria, with the usual observation is such cases that it is not the sum but the principle that matters. The Committee agreed that both Chairman and Treasurer should be given honoraria but left the matter for another day. **Action: David**
- Horace re-raised the matter of grates over the exhaust trunks. The Committee agreed he should seek quotes. **Action: Horace**

- Horace demonstrated a fluorescent downlight as a possible replacement for the corridors' lighting. He will trial it for a month before putting the question to the Committee. **Action: Horace**
- Marilyn asked after removing the two Alders behind Block 21. (Committee members will recall that alder tree roots can create havoc with the underground piping.) Peter advised that winter was the time to do this and that it was well within Luke's capability to take care of this. **Action: Peter**

6. **Next meeting.** Monday 4 April, 2011, at 6.p.m, in Horaces's apartment, 118/23. (Thanks, Sue!)

Approved

David Campbell,
Chairman

8th March 2011