

Capital Hill Apartments
Minutes of the Executive Committee (ExCom) Meeting 23 (4 April 2011)

Held at 6:00 p.m. Monday 4 April 2011 at Horace's Apartment, 118/23.

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

In attendance: John Whiting, Managing Agent (MA)

Minutes: Rob Northover (201/17)

1. Treasurer's Report

Horace presented the Treasurer's report with no outstanding issues. The effort of Horace and the MA was acknowledged noting that the report was comprehensive and had a good breakdown of costs and expenses.

2. Business Arising from Last Month's Minutes

- a. Elevator swipes – successful installation by Schindler, Hogh. Horace advised that this activity was complete and provided the MA with the Tax Invoice for processing.
- b. Window cleaning – consideration of Harold Dimpel's quote. David advised that he had inspected the roof guttering and identified that there was little evidence of leaves on the roof to warrant regular cleaning (at \$440.00 per event). He also observed that gutter meshing was installed to prevent leaves entering the gutter.
General discussion of Harold's quote determined that it was considered as good value for money and the MA was requested to accept the quote and engage the services on the usual half-yearly basis. Gutter cleaning would be performed as required and as separately advised to Harold
- c. Flooding update – developments behind Blocks 17 and 21 gratings; Becton's response; gratings quotation for \$2376 from Premier Metal Work. David updated the meeting on the progress of replacing the manholes with grates. Having received the quote David had approached Becton to consider funding the replacement with Grant (Becton) initially rejecting the proposal and would provide a technical design brief on the issue. Grant accepted that there was water permeating from beneath the basement slab. David suggested that the purchase of the grates be held in abeyance until it could be determined whether Becton would contribute to the cost in the light of Becton's new appreciation of the problem. The source of the of the flooding in Cage 33 was due to a faulty irrigation valve but exactly how the water gets into the building remains the subject of further investigation.
- d. Other Becton items – cats eyes, pebbles, insulation. Simco electrical contractor (Becton) were replacing proud cats eye lamps during the previous week but there were still several unserviceable lamps which would be considered as normal wear and tear and therefore beyond Becton's remit. Horace would engage with an electrical contractor (Wayne) to repair unserviceable lamps.
It was noted that there had been no further progress with the pebbles and insulation.
- e. Pin oak – re-staying completed by CHLE. Complete.
- f. Video surveillance – consideration of quote of \$24500 from Blitz Security. It was agreed that the current quote would require further explanation and that the Blitz Security representative (Jason)

be invited to the next ExCom meeting. General discussion once more ensued on the effectiveness of video surveillance in acting as a deterrent to thieves and also in the provision of suitable photographic evidence. It may be possible to gain some statistical data from the Blitz Security representative when he attends.

- g. Overgrown rear fence – update from the MA. John advised that he had despatched letters to the back fence neighbouring properties and had received responses from properties 10, 12 & 14 Somers Crescent but there had been no action to date. He undertook to re-issue the letters. David highlighted that the protruding wisteria from property 14 had already damaged the fence. The owner of no. 16 has not carried out his promised pruning and John will contact him as well.

Punching bag – update from the MA. John advised that several letters had been sent to the tenant resulting in the boxing bag being removed and the damage to the ceiling repaired. He was still attempting to engage with the tenant to effect acceptable repairs. It was agreed that the first P.O.C for dispute resolution should be either the owner or the leasing agent.

- h. Crown lease – update from Gunnar. Gunnar presented his findings in that to renew the Crown lease at the moment would cost circa \$25,000 which was made up of town planning and admin costs. It was considered that this would not be cost effective at the moment and the financial risk associated with waiting the remainder of the lease (46 years) was considered low. David would insert some appropriate words in the Web Site. Gunnar was thanked for his effort with no further action required.
- i. Soffits – new developments – update from David. Becton have engaged with original contractor and therefore may be progressing with the repairs to the defective soffits. Becton status unknown at this stage but the MA was requested to cancel the pending services of Steve Colac.
- j. Fluorescent down-lights – update from Horace. Horace advised that the trial of the fluorescent down-light was underway on level 2 of bldg 19 and results were positive. Advice had been received that fluorescent down-lights were not considered to be reliable and therefore it was decided to continue to trial the fluorescent down-lights to gauge reliability and life span.
- k. Alders removal – update from Peter. Peter’s e-mail advice was reviewed.

“In addition to removing the two Alder trees from the fence line behind block 21 it is recommended that a third Alder tree on the small area of lawn behind Block 19 be removed.

In addition there are two large Eucalypts behind Block 21 that need to be removed. These gum trees, already 4.9 metres tall, are too close to the building and pathways.

It is proposed to replace the two Alder trees on the fence line with two small flowering Crab apple trees.”

It was agreed to proceed with Peter’s recommendations for a total cost of \$990.00 (GST Incl) and for Luke to be directed to proceed and invoice through the MA.

3. New Business

- a. Web site – update from David. David acknowledged Jane’s (Blandfordia) effort and encouraged everyone to visit the web-site www.capitalhillapartments.com.au and to proffer constructive criticism and additional content for the site.

Discussion followed on the current site and links and what data should be provided in the public domain and whether there should be a password protected portal for owners only. It was noted

that the site would require updating on a regular basis to ensure it remained current. It was agreed that the site would be reviewed on a monthly basis.

- b. Basement notices – lifts and garbage rooms. Horace provided draft copies of the updated signs for the lifts and garbage rooms. It was agreed that the garbage room sign did not require any changes and Deb undertook to review the lift sign (extract from Articles). Horace to e-mail Deb a softcopy.
- c. Car washing bay. The tenant incorrectly using the car wash bay (not utilising the drains) has ignored signs posted at the tap requesting compliance. The MA will follow up.
- d. Pavers – replacement of broken items. David and Becton have made “insurance spare” purchases of the outdoor tiles which are now located in the downstairs storage cage. Horace to engage tiling contractor to replace broken tiles.

4. Other Business

Advice – Cleanaway contractor shall pump and wash out separation tank on Tuesday 5/4/11 at an indicative cost of about \$500. This will be an annual activity and future budgets will need to make provision for this.

Marilyn suggested to re-visit the locating of the mailboxes onto State Circle with the general consensus that this would detract from the street appeal of the complex.

Exhaust duct covers from ACT Steelworks had not progressed over the past three weeks. Horace will follow up.

It was agreed that another ExCom party ought to be held soon. David offered his apartment and was volunteered to initiate arrangements.

The Committee noted with great concern the recent break-in to a cage and the theft of three bicycles but noted that such lamentable matters remained the responsible of individual owners. Nevertheless, thefts like this did inform the debate about CCTV and other security measures.

5. Date, time and place of next meeting.

Monday 2 May, 2011 at 6.00 pm in Shelley’s apartment, 101/17.

The Meeting concluded at 7:45 pm.

Approved

David Campbell
Chairman
5 April, 2011