

**Capital Hill Apartments  
Executive Committee (ExCom) Meeting 30 (5 December 2011)**

**Minutes**

Monday 5 December, 2011 at 6.00 p.m. in David's Apartment, 205/19

Attendees: David Campbell (205/19), Sue Chambers (105/17), Gaye McDermott (207/21), Horace Saducas (118/23), Shelley Thomson (101/17), Debra Northover (201/17), Peter Hodge (108/19), John Whiting, Managing Agent (MA).

Apologies: Glenn Ashe (5/17), Gunnar Sirel (28/23).

Minutes: Rob Northover (201/17)

David welcomed everyone, noted apologies and advised that he had been broadly distributing email correspondence to reduce time at ExCom meetings and keep everyone more informed.

**1. Treasurer's Report**

Shelley and Deb presented an overview of the financials noting the following key points:

- Funds on Hand – Admin fund \$58,958.99 and Sinking fund \$104,765.88.
- Outstanding Debtors - \$89,004 the majority of which were levies for which notice had only recently been issued.
- Payments this Month – Deb questioned:
  - two payments to NFS in the same month? MA explained NFS Invoices were paid as received and were historically irregular but averaged one per month.
  - Payment of \$880.00 to Aust Pest Bird Mgt (bird control contract). MA assumed contractor had been on site but was unsure how they may have gained access if required. Need to verify if the service had actually been performed and to check periodicity of treatment/inspections/payments and confirm access procedures. **Action MA.**
- Out of Ordinary Payments - \$165 to contractor for door repairs confirmed by MA; and
- Other Items of Note - Nil.

Shelley and Deb undertook to create a separate spreadsheet to track expenditure against projected budget. The MA reported that he had recovered the significant outstanding levies from one specific unit owner.

**2. Web Site - Update**

Deb advised that there had been 121 'visits' and 911 'hits' in the recent reporting period but was unsure of the difference and relevance. MA would clarify with Jane. **Action MA.**

Deb to remove AGM news item.

David noted the web site activity was encouraging and observed that we had missed the opportunity to say something to owners in the context of the current levy notices.

Peter volunteered to post a photo of the herb garden.

Two recipes had been posted on the Community Noticeboard by Sue and Shelley.

It was suggested that the site be used to post references to good experiences with local tradespeople? Everyone agreed but conceded that there needed to be a link to those contractors/service providers noted in the Apartment Manual, e.g. "These suggestions are in addition to those listed in the Apartment Manual....".

Horrie to add upcoming Bin Maintenance and Hot Water Service repairs (potentially disruptive) as a news item.

Deb suggested also adding "Travel Experiences" on the Noticeboard. Agreed

**3. Business Arising from Last Month's Minutes:**

- a. Insurance –Gunnar undertook to seek a "quote for a quote" for a revaluation of the complex from the quantity surveyors that had recently assisted with our Ten Year Maintenance Plan, and that had been associated with the original construction.

Deferred until next meeting due to Gunnar's absence at the meeting. **Action: Gunnar**

b. Becton Items.

- Cats' eyes. David advised little to no progress over the past month. Grant (Becton) has received no responses from the electrical contractor (Simeco) despite 8 emails and 6 unreturned phone calls. Ongoing.
- Pebbles. Peter reported Luke will soon be ordering the pebbles for installation around the complex to bury the exposed electrical conduits and matting (most noticeable around letter box areas).  
Spring planting program progress was impacted by staffing issues.
- Soffits. David advised that Becton continues to investigate potential water in the roof space before proceeding further with repairing the soffits however, there have been no responses from the roofing and soffit contractors. David noted the continuing apparent lack of a sense of urgency with this matter from Becton.
- Plumbing issues in the hot water furnace rooms. David reported nil response from the plumber (Murray), hence another month delayed. Becton has again been hastened.
- Basement floor gratings. Becton has agreed to pay. Plumbing contractor (6 Star plumbing) yet to respond with a firm quote. MA to follow up. **Action: MA**

c. Video surveillance – New proposal for CCTV phone line. Horrie explained that the current service monitors intruder alarms and is serviced on a periodical basis under the Blitz maintenance contract. The issue highlighted in the recent correspondence identifies that there is no monitoring of internal equipment alarm status. If considered important, this could be achieved by:

1. Alert lamp installed in the Comms Room (cost to be provided by Blitz), or
2. Back-to-base monitoring at a cost of approx \$700.00/yr including the lease of an additional telephone line.

There was little support for either at the moment but Horrie will continue liaising with Blitz and advise. **Action: Horrie**

d. Basement Sump Pumps trial. MA advised that there were conflicting observations with operation of the pumps and also confusion over the numbering system used (i.e. 1,2,3 & 4 or 17,19,21 & 23) and is taking the matter up with 6 Star Plumbing. Recent heavy rain has indicated that the system is working as required. 6 Star Plumbing to return to confirm status of pumps and floats (floats in 23 unserviceable?) **Action: MA/Horrie**

e. Exhaust Duct covers – Ongoing. **Action: Horrie**

f. ACTEW 's pressure regulator ventilators - David advised that in order to comply with regulations the specification requires that a vent be installed in the doors in addition to the copper tubing that has now been installed. Becton are keen to resolve this compliance issue and Spence Doors have been engaged to install vents. **Action: David**

g. 8 Somers Crescent – response to bamboo/fence. MA provided an update confirming that the fence was in place prior to the Capital Hill Apartment complex construction. The owner has agreed to share costs on the provision of three quotes. **Action: MA**

h. Lifting tiles, western side of 19. PTS tiling to repair. MA advised that work order has been re issued and should be progressing? David stressed the need to ensure progress and completion from a safety perspective. MA to follow up. **Action: MA**

- i. Building 21, recent small fire. MA had despatched letter to residents of Bldg 21 advising about the recent mulch fire and urging caution with the disposal of cigarette butts. The same letter is to be provided to the residents of Bldg 23 and a copy of the notice to be provided to Deb for posting on the web site. **Action: MA/Deb**
- j. Building 21, glass door. MA confirmed the self-locking mechanism, had been repaired. **Closed**
- k. Fire Protection System. NFS Maintenance Report of 7 October and Anubar repair. MA advised that he has been in touch with a new contact at NFS and provided him with all the historical data. No response yet. MA will follow up. **Action: MA**
- l. Carpet cleaning. Discussed and confirmed that carpets shall be shampooed on an as required basis.
- m. MA confirmed the defective door of the garbage room in the basement of Bldg 23 has been repaired. **Closed**
- n. Garbage bin cleaning & maintenance – MA advised that a quote had been provided (from Ray Maher) to pressure clean, apply rust preventative and grey paint the inside of the four (blue) dumpster bins at a total cost of \$1,000.00 + GST. MA to progress with the details, including the temporary arrangements for garbage disposal while the bins are off site. **Action: MA**

#### 4. New Business

- a. Spotlight installation request (105/17). Approved. Entry in these Minutes shall act as the record of approval. **Closed**
- b. Slamming door in Bldg 21. MA advised that the door had been adjusted by Window Systems and the noise level had been reduced significantly. It was noted that there will always be mechanical noise associated with the physical closing of the door. The MA was advised that sliding doors would not be an option and the only way to address the issue further was by either regular adjustment or the installation of higher quality door-closing hardware devices. MA was instructed to seek quotes for these. David would provide feedback to the complainant. **Action: MA**
- c. Foyer Tile cleaning – The foyer tiles in each building appear to accumulate dirt that is not removable by the cleaners which may be due to the porous, non skid texture of the tiles. It has been suggested that an alternate cleaning method should be trialled to see if the build up of grime may be removed. Request Morgans provide demonstration and that the current cleaning contractor take note. **Action: MA**
- d. Recent heavy rain: roof and basement leaks. David advised that he had again experienced roof leaks, in Bldg 19 during the recent storms and that he was concerned about the amount of silicon used along the roof seams.  
There was also water ingress in the basement beneath the cross beam between 19/21 affecting cage 48 and separately at the southern exit door of Bldg 17. The source the water for the latter appears to be from the plumbing conduit for the fire hose. Cage 21 is affected by a leak in the wall in the cage itself. Although not as bad as previously experienced, it is obvious that this persistent problem has not been fixed. David will continue to liaise with Becton. **Action: David**
- e. Articles/Apartment Manual amendments: David highlighted the need for the Articles to be updated regarding the guidelines for coping with fires and the processes and procedures for recovery of Levy debts. David undertook to review and update the Articles in due course. **Ongoing: David**
- f. 3 Melbourne Avenue re-development. David was 'called on' by the developer of 3 Melbourne Avenue and shown the plan of the building proposal. It seemed like a quality product of 4 single storey dwellings. The development application is with the appropriate authority waiting approval.

Public comment will be invited by ACT PLA shortly.

- g. Future of Managing Agents – David, having met with the CEO of the REI of Aust, updated the ExCom on the changes to the ACT, relative to MA's. He highlighted the justifiable shift from the MAs simply requiring a Real Estate licence to requiring a more substantial qualification in order to manage what are now multimillion dollar businesses. The visibility and accountability of MAs will be subjected to uniform standards across the Commonwealth.

## 5. Other Business

- a. Executive Tour – A tour of the complex has been scheduled for the ExCom commencing at 10 a.m. on Sat 10 Dec starting from outside David's apartment 205/19. The purpose of the tour is to familiarise all members of the ExCom with physical and technical layout of the complex.
- b. MA advised that he had met with the NCA regarding the trees in the State Circle 'Median Strip' and 'Nature' Strips and confirmed that some trees had died. NCA to investigate safety aspects associated with replacement of trees. If re-planting was to proceed it would not occur until Autumn 2012. MA to continue to liaise with NCA. **Action: MA**  
Deb enquired as to what could be done about the present poor state of the complex's nature strip and the possible planting of hardy grass, such as is seen around Parliament House. (This has been a recurring topic over the past three years. ) Discussion ensued with the consensus acknowledging that the nature strip was the property of the NCA and that the MA should pursue the issue with the NCA at the same time as the trees. **Action: MA**
- c. Shelley and Sue suggested a community cooking demo/activity for the complex with details and logistics to be investigated. Recommended that interest be gauged from the web site and then pursued if viable. **Action: Shelley**
- d. Gaye, representing some occupants of Bldg21, suggested that space be allocated in the basement for the public storage/parking of bicycles. Suggestion of conversion of a 'visitor' carpark for bike rack was rejected given the implications associated with the requisite changes to the Units Plan (63 signatories required) to accommodate this suggestion. Conversion of the current Owners' Corporation cage (adjacent to the car wash bay) was suggested which may incur significant costs (converting single cage to dual cage providing public access to bike racks and secure access to storage facility). It was highlighted that the ExCom was responsible for administration of funds for all the Owners of the apartments and that expenditure to accommodate a 'minority' requirement may not be deemed appropriate. Gaye undertook to gauge wider support for this requirement via the web site.  
**Action: Gaye**

Meeting concluded: 7:45 p.m.

## 6. Next meeting

Monday 6 Feb in Deb's apartment (201/17)

Approved

David Campbell  
Chairman

7 December, 2011