

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 32 (March 2012)**

Minutes

Tuesday 6 March 2012 at 6.00 p.m. in Gaye's Apartment, 207/21

Attendees: David Campbell (205/19), Peter Hodge (108/19), Gaye McDermott (207/21), Horace Saducas (118/23), , Glenn Ashe (5/17), Shelley Thomson (101/17), Debra Northover (201/17), John Whiting, Managing Agent (MA).

Apologies:

Sue Chambers (105/17), Gunnar Sirel (28/23).

Minutes: Rob Northover (201/17)

1. Introduction

David welcomed everyone, noted apologies and commented that the new legislation regarding Workplace Health & Safety (WHS) will have a significant influence on future ExCom meetings. This topic is discussed below as a separate agenda item.

2. Treasurer's Report

Shelley tabled the monthly Treasurer's Report and provided an overview of the financials noting the following key points:

- Funds on Hand – Admin fund \$83,113.20 and Sinking fund \$113,611.67.
- Outstanding Debtors – Shelley noted that the outstanding levies had reduced by \$3,874.16 but highlighted that we were now into a new levies collection cycle and these were now in arrears by approaching 6 months. The MA undertook to follow up with formal stern notification.

Action: MA

- Out of Ordinary Payments - \$1448.34 to Schindler Lifts for an unpaid invoice (Apr 2011) during the transition of Managing Agents (verified and confirmed by MA), \$440.00 to Q-MAX for verification of the sump pumping systems (paid through incumbent plumbing contractor); and
- Other Items of Note - Nil.

Shelley then presented a separate spreadsheet which tracked expenditure against projected budget and indicated that the Budget, at the half way mark, was on track with half the forecasted budget being expended to date.

3. Web Site - Update

Deb, noting that there had been a server upgrade and 'stats' were only available from 9 February 2012, advised that there had been 84 'visits' with the most interest peaking around 22 February.

David questioned the benefit of some aspects of the web site given the low level of communal participation with Deb defending that the site is being used with evidence that there has been cage and carpark (availability) enquiries. It was noted that the site was not the best medium for short-notice alerts, such as the for the current garbage issue. It was agreed that the participation and use of the web site by residents needed to be more strongly encouraged and scrutinised more critically to ensure that it was serving the intended purpose. If not, then those 'idle' pages might be removed.

4. WHS Review

David reviewed the recent email traffic on Work Health and Safety and summarised our increased responsibilities under the new Act, which came into force on 1 January, 2012. ExCom noted that we have no alternative but to comply in full measure. To initiate this, it was agreed to procure a 'starting kit' from Teys Lawyers at a cost \$395. The kit consists of a 27 page check-off list of risks, hazards, etc, coverage of the six due diligence requirements, and eight separate forms for reporting and recording WHS incidents. When this kit is received and its detailed contents digested, further decision will be made as to its implementation. ExCom noted that this would not be a

one-off exercise, but would have to be a continuous activity. Current examples of WHS concerns ranged from exterior lighting to the provision of access for the Ambulance (as further discussed below.)

Action: MA (to purchase)

5. Business Arising from Last Month's Minutes:

- a. Insurance –In Gunnar's absence David advised that the Quantity Surveyor (Alex) was still being pursued. There was no apparent progress with CHU. David expressed concern and disappointment that this issue had not progressed in several months.
Ongoing: Gunnar
- b. Becton Items.
 - Cats' eyes - No progress over the past month. Grant (Becton) was still reviewing the plans. A meeting scheduled for earlier in the day had not eventuated.
Ongoing: David
 - Pebbles. Peter and David had spoken again to the landscape service provider (Luke) two weeks ago. Luke has undertaken to progress this task but continues to display a certain reluctance.
Ongoing: Peter
 - Soffits. Grant is reluctant to engage the soffits contractor (Tilton) until the perceived condensation issue has been resolved. David believes the cause of the problem is faulty/failing fasteners for the panels and that they can be attended to quite separate from any condensation question. We remain at an impasse; this matter has dragged on for many months.
Ongoing: David
 - Plumbing issues in the hot water furnace rooms. Complete; all faulty elbows have been replaced with little disruption to the hot water supply. The opportunity was taken to replace the elbow joints in the low pressure gas lines as well.
Closed
 - Basement floor grating. This have been ordered with delivery expected within a fortnight. MA to follow up.
Action: MA
- c. Video surveillance payment –**Complete**
- d. Video surveillance – False alarms on the camera tampering has been resolved. John Hogg to be consulted regarding the indicators on the alarm panel. **Action: Horrie**
- e. Exhaust Duct covers – David reviewed the recent flooding involving the trunks in Buildings 17 and 19, which again demonstrated the problem with detritus blocking the drains. Prestige Metalworks had provided a quote for grills of \$2480 + GST, which was considered too high. It was discussed that if the cleaner cleared the debris appropriately on an as-required basis there would no need for the grates. Horrie indicated that the issue could otherwise be resolved with the fabrication of an elevated cover ('Chinaman's hat') with wire mesh around the perimeter. Horrie to seek quotes.
Ongoing. Action: Horrie
- f. Hot water furnace room ventilators - David advised that the vents were scheduled to be installed last Saturday at 08:00 however Spence Doors failed to show.
Follow up: David
- g. 8 Somers Crescent , damaged fence – MA advised that he had received an additional two quotes (3 & 4 below):
Quote 1. Replace \$4,500.00, repair at \$66.00/hr with no duration specified.

Quote 2 Replace \$2,090.00, repair at \$3,830.00
Quote 3 Replace \$2,770.00 repair, \$1,300.00. (GMT)
Quote 4 Replace \$3,528.00, repair No bid. (WR Eng)

MA to recommend GMT's repair quote (\$1,300.00) to the owner of 8 Somers to progress.

Action: MA

- h. Glass door closing mechanisms. It was noted that problems of poorly closing doors persisted. MA reported that the contractor was not responsive and that other quotes would be sourced. for the price and availability of improved closing mechanisms.
Action: MA
- i. Foyer Tile cleaning – Morgans will be cleaning the foyer tiles on 7 Mar 2012. Comparison of the results with the regular cleaners' efforts will be made.
Action: MA
- j. Roof and basement leaks. David advised that roof leaks in Bldg 19 had again been experienced during the recent storms. He observed that recent flooding in the basement had not been as severe as in the storms 16 months ago, which was reassuring in that at least some of the remedial action was proving effective. It was however evident that the principal source of the water ingress was from the main structural beam (alternating between northern and southern ends), and there are also leaks in several storage cages (4, 6, 23 & 44) from the wall/floor joints. Water continued to leak up from cracks in the floor
Grant was on site earlier in the day and observed the areas that require attention. (Subsequent email received 7/3 from Grant advising a partial way ahead).
David will continue to liaise with Becton.
Action: David
- k. Articles/Apartment Manual amendments: David said the Manual had been updated with regard to fires and the CCTV. He has yet to produce the processes and procedures for recovery of Levy debts; the challenge is to condense what could be a lengthy and complex explanation into a few succinct sentences. David undertook to review and update the Articles in due course.
No progress.
Action: David
- l. Skylight feasibility (Rob and Deb apartment 201/17) – The MA advised that he considered, from section 88B of the Units Act, that the ExCom could provide approval to proceed with the use of common property for the purpose of a skylight, since it was a minor matter. Accepting that position, the ExCom still pointed out possible long term issues with, say, leaks in the roof. Rob and Deb advised that they had already considered this and were now not proceeding with the proposal. This matter has demonstrated that future proposals of this nature need to be considered from all perspectives (engineering, aesthetics etc.). **Closed**
- m. Plant screening, Sue Chambers – David, Peter and Luke had discussed the feasibility of plant screening as requested by Sue because of the forthcoming development on Somers Crescent behind Building 17. The cost of the necessary trees, ongoing pruning to prevent potential future issues with the power lines. etc, were considered and it was decided that this expense to the 63 owners could not be justified. **Closed**
- n. Landscaping proposal for the Melbourne Avenue development behind Bldg 23 – The MA advised that the landscape plans for this development were no longer available to the public. **Closed**
- o. Pest Birds, access by contractor. The MA confirmed that the contractor had drawn the keys from his office on 13 Jan 2012. **Closed**

- p. Apartment 20/21 - Canine Matters – The repairs to the common property fence were still not complete and the MA was directed to take a firmer stance on the issue. If the tenant was not willing to abide by the rules in the Articles then he should seek alternate accommodation.

Action: MA

6. New Business

a. Emergency Services Access. Consideration of David's paper separately distributed . A recent medical emergency highlighted the need to provide access to the complex for emergency services. David had researched the problem from a WHS perspective and proposed the installation of 'keysafe' devices. These devices could be securely mounted beside the intercom unit on each building, contain a proximity swipe, and be accessed by the ambulance service in case of emergency. The committee agreed that this was a worthwhile initiative and approved the installation. David to engage with Class locksmiths to procure and install safes at a cost of about \$600. It was agreed not to have a safe by the garage door.

Action: David

b. Apartment Manual - addition of material on Security and Fire Safety (also mentioned above) – David has completed, Horrie identified the need to show the version no on the title page. **Closed**

c. Car parking abuses – This is a recurring issue and the MA will alert the identified offenders.

Action: MA

d. NFS Audit of sprinklers – whilst conducting an annual audit of the sprinkler system and spares storage box it was identified to David that the spares box was deficient of a number of sprinklers and a special purpose spanner. David has directed NFS to replenish the deficiency.

e. Removalists' cartons and packing – It was noted that some carpark spaces were being populated with removalist cartons and other material for prolonged periods. Whilst it is acceptable for short periods during transition it will not be tolerated for extended periods. MA to issue notice to remind tenants to remove such items from parking bays.

Action: MA

7. Other Business

a. Rubbish bin tractor failure . The rubbish bin tractor has a broken starter motor and repairs are delayed due to parts availability. Luke's gardening tractor has been used in the interim and is satisfying the demand. It was noted that the Capital Hill tractor was out of warranty so there wasn't a claim available. Horrie observed that the tractor, being a converted ride on lawn mower with no blades, had a 'kill switch' to shut down the engine every time the driver alighted the vehicle. Given that the tractor is used twice weekly to service the garbage it could be subjected to up to 32 stop/starts per week which would obviously place significant demand on the starter motor. Horrie suggested that when the starter motor repairs are implemented that the kill switch be bypassed or removed. Agreed. (Later found that a simple by-pass is available by proper use of the brakes.)

NFA

b. Planter Box overflow external to Bldg 19 – Peter advised that he understood that the planter boxes had 2 inch drain holes in the bottom but it was unclear how the drainage escaped. Luke needed specific detail on the planter box drainage and Grant was to seek clarification from the development Construction Mgr (Rick Jones).

Action: Peter

c. Lift Call-out – It was noted that there had been a call out for Schindler Lift assistance of a non-emergency nature, incurring a service call of \$605.00, by a party known as John (not the MA). Rudimentary enquiries had failed to identify the source of the caller and those responsible for the

call out charge. The MA has been directed to confirm/arrange that Schindler only respond to service requests from the MA (or nominated P.O.Cs from Capital Hill Apartments).

Action: MA

- d. Emergency Lighting – Horrie briefed the ExCom on a suggested replacement spitfire unit for the current failing emergency lights. All agreed on implementing the spitfire unit (at a cost of circa \$250.00/unit) on a 'replace on failure' basis.

Action: Horrie

- e. Car wash bay. David advised that a cutting had been made in the kerb so as to allow stagnant water to drain into the sump.

Meeting concluded: 8:30 p.m. Apologies in advance from Glenn Ashe for the next meeting

8. Next meeting.

Monday 2 April, at 6.00 p.m. in Horrie's Apartment, 118/23.

Approved

David Campbell
Chairman

8 March, 2012