

Capital Hill Apartments
34th Executive Committee (ExCom) Meeting, 8 May 2012

Minutes

Tuesday 8 May, at 6.00 p.m. in David's Apartment, 205/19

Attendees: David Campbell (205/19), Gunnar Sirel (28/23), Gaye McDermott (207/21), Shelley Thomson (101/17), Debra Northover (201/17), Sue Chambers (105/17), Peter Hodge (108/19).

Apologies: Glenn Ashe (5/17), Horace Saducas (118/23).

Minutes: Rob Northover (201/17)

1. Introduction

David welcomed everyone, noted apologies and advised that John Whiting, Managing Agent (MA), had decided that he no longer saw a need to attend the monthly ExCom meetings. His main purpose had been to get to know the business of the Committee and he felt this had been well achieved. David acknowledged John's significant input to the meetings to date and understood that John would provide a monthly report for future meetings.

2. WHS Moment- Garage door - proposed corflute signage

David reported that Horace had noted a potential hazard with the garbage dumpster emptying routine. The contractor, whilst transporting the garbage dumpsters to and from the basement storage rooms, is in the practice of disabling the garage door 'magic eye' for convenience. This has resulted in several 'close call' incidents with carpark and dumpster tractor traffic. David recommended that a warning sign be displayed to alert basement traffic that out of ordinary activities (wider than merely garbage bin activity) was in progress, reducing the risk of an accident. All agreed. **Action: David/MA.**

3. 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 (as of 30 April 2012) – Admin fund \$48,071.83 and Sinking fund \$238,000.48.
- Outstanding Debtors – Shelley acknowledged the MA's good work in significantly reducing the 90+ days debtors to \$412.54.
- Out of Ordinary Payments - \$515.99 for repairs to the Capital Hill Apartments' doors. Shelley will confirm that the invoice, although stating hinge installation, also included the cost for installation of the closing mechanisms. **Action: Shelley**
- Other Items of Note – the payment of \$27,090.00 for the installation of the CCTV system should have been funded from the Sinking Fund. (David subsequently confirmed that the 2011 AGM confirmed the decision to use the Admin Fund surplus for this acquisition.) **NFA**

David acknowledged Horace's diligence in scrutinising invoices from NFS and the electrical contractor. All too easily, bills could be paid without proper certification.

4. Web Site - Update

Sue provided an update indicating that the hits for April were fewer than in the previous month but the overall usage trend was increasing. Deb observed that the reference to 'forgotten password' on the notice in the lifts may be confusing since the only people entitled to view the password protected area of the website were owners. It was agreed to remove the reference to passwords. **Action: David**

5. Business Arising from Last Month's Minutes:

- Insurance –The sub-committee, consisting of Horace, Sue and Shelley, has conducted a review and the findings were presented by Sue with the key points being:

1. The sub committee had established a good relationship with the CHU representative (Scott Driscoll).
2. CHU offered 'Catastrophe' insurance which provided additional funding cover (30%) to account for inflated costs, due to high demand for repairs, in the event of a catastrophe. The insurance cost was an additional 10% on the existing premium and was only claimable if the Federal or State government declared that the event was in fact a catastrophe. After discussion, the Committee decided this particular insurance was not required.
3. CHU offered, for an additional \$50.00 per year, to increase the landscaping cover from \$10,000 to \$50,000, which the Committee considered prudent. Landscaping plans would need to be provided and the MA informed. This additional cover would be included in the renewal of the policy in September. **Action: Sue and Peter; MA**
4. There was discussion about the cost associated with rebuilding Capital Hill Apartments and it was unclear whether the allocation of \$250,000 per apartment was an average figure or a maximum per unit (not to exceed). Shelley undertook to clarify. **Action: Shelley**
5. There is a requirement, to ensure adequate insurance cover, to establish and maintain a Lot owners' fixtures and modifications register and advise owners of the requirement to register additional fixtures and modifications. **Action: MA.** This requirement can be disseminated to the owners through the Apartment Manual and the web site. **Action: David**
6. The ExCom need to confirm that the MA seeks competitive quotes before renewing the current insurance.
7. The ExCom agreed that the current level of insurance was sufficient pending re valuation to confirm range and depth of insurance.

Sue volunteered to be the 'lead' Committee Member as far as insurance matters were concerned and this offer was gratefully accepted.

David thanked the sub-committee for a good job well done.

- WHS Plan -- Deb presented the draft WHS plan (the Teys template) with the intention to review by exception. David acknowledged that it was a 'work in progress' and would require several iterations before completion. The following actions were noted:
 1. A number of clauses in the plan required specific responses by the MA. Once these were completed, the plan could be put into effect. David said he and Horrie would soon meet with the MA and work through these outstanding matters. **Action: David, Horace, MA**
 2. When finalised, the WHS policy and plan would be included in the web site, together with detail as the Incident Notification Form. **Action: David**
 3. The complete WHS file would be kept in duplicate; one copy held by the MA and the other in the Communications Room. In his absence, Horace was 'volunteered' to be the 'lead' Committee member for WHS matters. **Action: Horace**
 4. Of necessity, the plan is a living document and will need constant review to maintain its currency and relevance. **Action: All**
 5. The plan calls for the generation of a number of reports (e.g. for the AGM) and the keeping of a range of new records (e.g., electrical inspections). The WHS legislation imposes a significant bureaucratic burden on the administration of Capital Hill Apartments and the Committee and the MA will need to be both diligent and vigilant. It may well take several annual cycles to have these new routines settle down. **Action: All**

David thanked this sub-committee for another good job well done.

- Becton Items.
 - Existing bollards. Becton has provided the name of the original contractor (Pierlite) and Horace will investigate the cost and availability of spares. **Action: Horace**

- Peter had spoken again to the landscape service provider, Luke, who has undertaken to progress this task during Fri/Sat 11/12 May 2012. **Action: Peter**
- Basement. Becton had advised that they "have agreed works with Structural System and we will look to proceed with these works shortly." **Action: David**

David reported that, despite several hasteners over the past month, no progress has been made on:

- Cats' eyes (Becton reported continuing inability to contact Simeco)
- Soffits
- Roof
- Walkway parapet walls.

Action: David

- 8 Somers Crescent , damaged fence. MA advised that the owner was awaiting quotes from ACTEW to bury the cables. The Committee expressed concern at this seemingly endless delay; damage to the fence continues unabated. **Ongoing: MA**
- Glass door closing mechanisms. **Complete** and all doors now closing properly. (But see the question of payment above.)
- NFS clarification of replenishment charges. **Closed**
- Window Cleaning 13 March. MA conveyed level of dissatisfaction to the cleaners **Closed**
- Cage #31. Wetting from car wash bay. **Closed** – No further action required.
- Canine & Feline Matters. The Committee concurred in the residence of Labrador Max in 9/19 and of the ragdoll cross moggie in 8/17, subject to the usual conditions for pets.
The occupant of 20/21 has proposed to use planter boxes as a barrier for his dogs and the Committee approved this measure. **Action: MA to advise tenants concerned. Closed**
- OCN AGM. Debrief. David informed the Committee of the meeting he and Sue had attended. Little of relevance emerged from the AGM other than a decision to seek observer status at the Strata Community Australia (ACT)'s board meetings. Full membership was rejected on the grounds of possible conflict of interest. After the AGM, Teys Lawyers had conducted a public meeting focussing on recent Privacy legislation; this was felt to be of considerable interest. See Privacy Policy item below.
- Garbage room doors, #19 and 21 **Complete**. (But **MA note** screws are still missing from #19's door.)
- Privacy Policy. Unfortunately, discussion and decision on this important topic had to be deferred. David was still awaiting a suitable template from Teys Lawyers. Broadly speaking, the ExCom (and the MA, through delegation) will enjoy considerable latitude and protection in privacy matters but only provided that a comprehensive Privacy Policy is formally adopted and properly promulgated. **Action: David**
- Web site development. The Committee considered Sue's report and her observations, conclusions and recommendations, together with Jane's comments from the perspective of the web administrator. Unanimous consensus could not be achieved, particularly on the question of Archives and Sue felt constrained to resign from her web site duties. Pending other arrangements, David will take over in the meantime. **Action: David**

6. Other Business

- Exhaust Duct covers . Contractor yet to respond. **Action: Horace**
- Swipe card redundancy training. Rob trained by Horace on Anzac Day. **Complete**
- Tractor planned/routine maintenance. Update required. **Action: Horace**

7. Next meeting.

Monday 4 June, at 6.00 p.m. in Peter's Apartment, 108/19.

Approved

David Campbell
Chairman

12 May, 2012