

Capital Hill Apartments
35th Executive Committee (ExCom) Meeting, 4 June 2012

Minutes

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

Attendees: David Campbell (205/19), Horace Saducas (118/23), Gunnar Sirel (28/23), Shelley Thomson (101/17), Debra Northover (201/17), Sue Chambers (105/17), Peter Hodge (108/19).

Apologies: Glenn Ashe (5/17)

Minutes: Rob Northover (201/17)

1. Introduction

David welcomed everyone, noted apologies and accepted Gaye McDermott's (207/21) resignation from the ExCom, understanding the challenges associated with her study commitments. He also acknowledged Gaye's contribution to the ExCom over the previous years and identified, with her departure, the lack of representation from building 21. Although not essential, it is always good to have a cross sectional representation from all four apartment blocks. David has advertised on the web site for a volunteer to replace Gaye (with no response) and undertook to place a notice in the lift of bldg 21. **Action: David - Complete**

2. WHS Moment

Procurement of 'Men at Work' sign – Complete, considered valuable and attractive and therefore stored in cleaner's cage.

Repair of broken tile outside #19 – Complete.

Basement workers' Personal Protection Equipment (PPE). - In response to David's enquiries the contractors were confirmed to have the appropriate PPE. However, it was not evident that the Managing Agent (MA) had sought this compliance/confirmation, which may be a concern.

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 31 May 2012) – Admin fund \$48,503.93 and Sinking fund \$238,781.31.
- Outstanding Debtors – The following 90+ day debtors were being pursued by the MA:
 - Ms J Battersby (owner occupier) - \$2,396.66
 - Mrs P J Baker - \$2051.16
 - Mr G Ashe and Ms J Gillet - \$1,219.98

The Committee again noted its concern at this pattern of debt and dismay at the time, money and effort being expended to recover the moneys owed.

- Other Items of Note:
 - \$880.00 per quarter for pest bird management – Whilst the treatment was proving effective, the periodicity of quarterly treatment was questioned. Pest Bird is to be consulted about extending the period. **Action: MA**
 - '\$123.00 Payment to Blandfordia for insurance claim (owner 20/12)' queried. Shelly to check and advise. **Action: Shelley**

Overall, revenue (other than the outstanding levies) and expenditure are both tracking well . Shelley anticipates coming in below budget by approximately \$5k at the end of the financial year (30 August).

4. Web Site - Update

David has progressed the following items:

- a. News items added on Basement Repairs, Telephone Directories, e-Waste disposal, new ExCom member.
- b. News archives - explanatory preamble added; 1 x news and 3 x community notices archived.

- c. Managing Agent page re-written.
- d. Updated list of ExCom Members.
- e. Updated list of Meetings Minutes.
- f. Update Information page drafted with provision for Insurance, WHS, Privacy

David acknowledged Peter's news item regarding household refuse disposal options and encouraged other ExCom members to contribute articles for the web site.

Sue returned to the European wasp item and noted it was incomplete and out of date. David again described the historical usefulness of the archive but undertook to 'close off' the European wasp article. **Action: David**

Web site statistics for the previous month were discussed. Visits are up across the board, which is gratifying, but detailed analysis is difficult because the numbers are not statistically significant.

5. Business Arising from Last Month's Minutes:

- Insurance –The following updates were provided:
 1. Landscaping cover – Landscape Plan has been provided to CHU by the MA.
 2. Cap \$250k per apartment – Shelley provided a copy of a brief on Policy 10 (Lot Owners' Fixtures and Improvements) and explained that the cap was \$250k per unit but this was only when the total sum insured under Policy 1 is exhausted. She stressed the importance of recording all modifications in the Lot Owners' Fixtures and Modifications Register in order to provide evidence to support an insurance claim. It is noted that such advice is to be included in the website. **Action: MA to confirm register's establishment. Web site: David.**
 3. Complex valuation - Gunnar advised that Alex (Donald Cant Watts Court) has committed to providing a replacement valuation the next meeting.
 4. It was agreed that David's proposed insurance entry on in the 'Information page' of the web site would be better to appear on the 'owners' page'. Nevertheless it was considered helpful to remind tenants that they were responsible for their own contents insurance and a separate note was needed to that effect. **Action: David**
- WHS Plan -- Horace and David brought the Committee up to date with actions on refining the Plan over the past month. Several details remain to be put in place by the MA (e.g., contractors' documentation) and these are expected to be completed by the next meeting (2 July). It has been a major effort by all concerned. **Action: Horace, MA**

The WHS records are to be maintained and retained by the MA and Sue undertook to confirm that this approach (i.e., to include a 'virtual' electronic record for some data) will satisfy the requirements of the Act. **Action: Sue**

The proposed entry on the 'Information page' was agreed. **Action: David**

- Becton Items.
 - Cat's eyes – No progress to report;, contractor incapacitated (injured ribs).
 - Existing bollards - Becton has provided the name of the original contractor (Pierlite) and Horace will investigate the cost and availability of spares. No progress to report. **Action: Horace.**
 - Pebbles - Raking, geo fabric, glueing, filling. Finally complete - **Closed**
 - Soffits – Grant (Becton) is still maintaining that moisture issues need to be resolved before repairing the loose panels but has taken no further action in this regard. **Action: David**
 - Roof Leaks – Further Silicon has been applied to the roof of building 19 and this appears to have stabilised the issue, at least for the time being. Monitoring will continue.
 - Basement flooding. Good progress was made by work undertaken by Structural Systems in the previous week, with the contractor confident that efforts will rectify most of the water ingress problem. External excavation is still required and Becton's plan is to undertake this when the new bollards are installed. The general absence of basement floor expansion joints, noted by the contractor, is to be explored. **Action: David**

- Exhaust Duct covers. It was decided not to further pursue this long-standing matter. No contractor approached has shown any real interest. The Cleaner's routine had been modified so as to keep the ducts clear. **Closed.**
- 8 Somers Crescent , damaged fence. MA advised that the owner was still awaiting quotes from ACTEW to bury the cables but expected that costs would be prohibitive. In response to the owner's question, the Committee agreed that any safeguards required during the fence replacement were the responsibility of the pool owner. **Ongoing: MA to advise.**
- Garbage room doors, #19 and 21 - screws are still missing from #19's door. David point out to MA.
Action: David
- Walkway parapet walls, #17/19.- Becton has yet to task Classic Deco (Edvard) to undertake this work. **Action: David**
- Unpaid levies – David proposed that the following be incorporated in the Rules:
'Owners are required to pay the levies by the required date. In the event that payment is not made by this, the Executive Committee may at its discretion use a debt collection service and the cost of this service will be borne by the owner.'
David highlighted that this was a minimalistic approach and that, although relevant, 'section 96' was a last resort. Levy notices will be issued with a clear unambiguous 'Due Date'. The Rules will be amended id the AGM approves. **Action: David, MA**
- Privacy Policy. David proposed that the Executive Committee Resolve to adopt the Privacy Policy annexed to the Agenda: *"That in compliance with the Owners' Corporation's obligations under the Unit Titles (Management) Act 2011, Privacy Act 1988 and the National Privacy Principles, the Owners' Corporation adopts the privacy policy appearing in Annex A and instructs the Owners' Corporation's Managing Agent to: include this policy in the records of the Owners' Corporation; send this policy to all owners; to include a copy in communication with new owners from time-to-time; and to display this policy on the UP3259 web site."*
Discussion ensued and the resolution passed with David undertaking to address minor editorial items. **Action: David**
- Cage #31. Wetting from car wash bay. At the request of the owner, the ExCom reconsidered this matter. While remaining sympathetic to the problem and appreciating the counter-argument, the Committee again decided that this was not the Owners Corporation's responsibility. The owner is to be informed accordingly. **Action: MA**
- Leaking in Apts 204 bathroom, 103 window/panel wall joints. David emphasised the need for the ExCom to continue to be aware of these defects and for incidents to be raised as soon as possible as warranty opportunities are diminishing. **Action: All**
- Garage door broken spring. David expressed concern at the recent failure of the garage door spring, being the 2nd spring in 4 years. At a cost of \$2,000.00 per outfit it seemed obvious that the spring was either defective material/design or simply unfit for purpose. MA will be tasked to investigate. **Action: David**
- Foxtel reception. A recent incident regarding a Foxtel subcontractor being engaged at Owners Corporation expense demonstrated the need for tighter management of such commitments and billings. The Foxtel reception installation is a common property but individual 'cable TV' issues are the responsibility of individual unit owners.
- Request for recommendation for an MA from UP 2744 - The Gateway, Kingston.
David received a referee request from the Gateway Kingston to recommend the MA (John Whiting – Blandfordia). David advised that he had provided positive feedback on the Committee's behalf.

6. Other Business

- Horace advised that the three year contract for electricity with ACTEWAGL was due for renewal and undertook to engage in negotiations before the AGM. **Action: Horace**
- Damage caused by Removals. Members noted this remains a problem. David urged the ExCom to report any observed damage to bollards, corridors and stairs, etc, as soon as possible so that the MA might seek compensation from the relevant owner for repairs. **Action: All**

Closed 8:30 pm

7. Next meeting.

Monday 2 July, at 6.00 p.m. in Shelley's Apartment, 101/17.

Approved

David Campbell
Chairman

8 June, 2012