

Capital Hill Apartments
36th Executive Committee (ExCom) Meeting, 2 July 2012

Minutes

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

Attendees: David Campbell (205/19), Horace Saducas (118/23), Shelley Thomson (101/17), Glenn Ashe (5/17), Debra Northover (201/17), Sue Chambers (105/17), Peter Hodge (108/19) Peter Ford (115/21).

Apologies: Gunnar Sirel (28/23)

Minutes: Rob Northover (201/17)

1. Introduction

David welcomed everyone, noted apologies and thanked Peter Ford for joining the ExCom and for being able particularly to provide valuable legal expertise. Horrie will provide Peter with a set of keys for the Comms Room and adjust his swipe pass for open access to buildings and lifts. **Action: Horrie**

2. WHS Moment

David offered a 'time for caution' regarding the recent sub-zero temperatures and the potential for ice build-up in the common areas. David will issue a Caution/Warning on the Capital Hill Apartments (CHA) website. **Action: David**

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 \$37,783.77 and Sinking fund \$238,781.31.
- Outstanding Debtors – The following 90+ day debtors were being pursued by the Managing Agent (MA):
 - Ms J Battersby (\$2,396.66) – Continued to be in arrears. Shelley to liaise further over recovery action with MA on his return from leave. **Action: Shelley.**
 - Peter F volunteered to provide some wording for the levies collection process prior to the upcoming AGM. **Action: Peter F**
- No other Items of note (but see the reference below to garage door maintenance).

Overall budget is tracking pro-rata.

4. Web Site - Update

David provided the web-site visit statistics for June informing that most visitors (2/3 rds) were owners looking at information in their special section, which was encouraging: this is a primary purpose of the site, after all. He listed the various News additions and archivings over the past month and suggested that the Community Noticeboard needs more interaction or it is not worth retaining. 'Use it or lose it'.

Sue suggested to date the lift notices which David undertook to action. **Action: David**

5. Business Arising from Last Month's Minutes:

- Insurance –The following updates were provided:
 1. Lot Owners' Fixtures and Modifications Register (established and maintained). MA has established and will maintain. **Closed**
 2. Complex valuation - Alex (Donald Cant Watts Corke). David provided copies of the valuation, acknowledging Gunnar's effort in securing this result. The valuation (\$34,329,104) was critical for the next insurance cycle and Sue volunteered to analyse the Report and advise on the way ahead, including how that figure might best be used. It was noted that the MA had been looking at alternative insurance providers (e.g.,

Allianz, GIO). David stressed the urgency given that insurance is due for renewal on 5 Sep 2012. **Action: Sue.**

3. Certificate issue charge; policy renewal. (After the meeting, it was agreed that Jane would need an original copy at \$30. No further action required.)
- WHS Plan -- Horrie had previously distributed an e-mail on progress of MA with WHS matters. Progress was slow with regard to identifying and gathering of suppliers' data (20% to date), which everyone agreed will take a while to complete; it remains a work in progress. More than 50 providers of goods and services are entailed, and each needs to supply information about WHS compliance, insurance, dates of currency, etc. **Action: MA**
 - Becton Items.
 - Cat's eyes – Grant (Becton) has again requested preferred bollard light details so that procurement might begin. David noted this was where the project stood three months ago.
 - Existing bollards - Becton has provided a contact in Mitchell for Horrie to investigate the cost and availability of spares. It was considered reasonable to seek costs for about six complete D13 Delta Lights and 10 acrylic white lamp covers. A number of bollard covers are noted as being damaged and in need of repair. Clumsy removalists are considered to be the source of the problem. **Action: Horace.**
 - Soffits – No progress to report. It is more than 18 months since this problem was first reported to Becton.
 - Roof Leaks – **Closed.**
 - Basement flooding. Significant work completed to date, unfortunately not much rain to prove the efficacy of the repairs; we will need to monitor during heavy downpours. Water issues under the pathway between 19-21 are to be resolved with the bollard replacement.
 - Walkway parapet walls, #17/19.- No progress to report.
 - 8 Somers Crescent - damaged fence. MA has advised that the owner was still to respond to emails and voicemail. Preferred repairer has indicated that there is less than a day's work in this task, obviating any concerns about pool safety during fence repairs. **Ongoing: MA to advise.**
 - Garbage room door screws #19 - **Closed**
 - Cage #31. Wetting from car wash bay. Owner has again been informed by the MA that the problem is not the Owners Corporation's. - **Closed**
 - Garage door broken spring. David expressed concern that the door has still not been repaired. The recent failure of the garage door spring, being the 2nd spring in 4 years, indicates that the spring seems either of defective material/design or is simply unfit for purpose. MA's office has been tasked to expedite supply and installation of a spring and to further investigate future options. If, as is suspected, the door is only of domestic standard and not really capable of the industrial level of daily demand placed upon it, then a total replacement may be necessary. **Action: MA**
 - Garage door manual release – Peter H expressed concern that a manual operation was not available for the garage door in the event of a power failure. David said there was such a device but the critical locking pin could not be budged. He added that Capital Doorworks had been tasked with this matter years ago but had done nothing about it. It remained one of several issues that needed to be addressed with them on the MA's return from holidays (including a recent routine maintenance charge while the door remained defective). **Action David/Shelley**
 - ACTEWAGL renewal negotiations. ACTEWAGL tardy response, rather than providing a clear and concise quotation, raised more questions and concerns regarding tariffs and hidden 'other costs' than it answered. Noting the end of July deadline for contract renewal, Horrie undertook to follow up urgently and resolve. **Action: Horrie**
 - Car Wash Bay Retractable Hose – Deb noted that the current hose management system was not effective and suggested that the installation of a good quality retractable hose system (secured to the

car wash bay wall) would rectify the problem. Agreed that David instruct the MA to procure and install a suitable system. **Action: David**

- Increased cleaning charges – Woodrow cleaning services advised of a 4% increase in cleaning charges to \$27580.80 per annum, which was considered reasonable given that this is the first increase in almost four years. Horrie is currently reviewing the range of tasks and will ensure that the full range of services required by the cleaner are well recorded within the contract (e.g., leaves, external stairwells, marks on walls.). **Action: Horrie**

- Box drain rusting, 116/21 and elsewhere – David advised that the ‘Ned Kelly’ type drain boxes on the wall at 116/21 had been reported as rusting. MA had reported the defect to Becton and was yet to receive a response. The ExCom noted with concern as there are 48 similar type drain boxes throughout the complex. **Action: MA.**

- 203/17 Burmese cats for consent – The Committee gave its formal consent, noting advice that 203/17 owner’s approval has already been secured by the tenant. **Action: MA.**

Note: It was also acknowledged that the damage to the common areas caused by the removalist’s delivery for 203/17 had been rectified. David reminded the ExCom to be vigilant and to report removalist damage at the first available opportunity.

6. Other Business

- Peter H updated:
 - Luke on leave till 27 Jul and Peter will liaise with alternate contact (Lee Boswell) regarding replanting of two trees to be replaced during dormant period.
 - State Circle median strip eucalypts (x15) were currently in the process of being replaced by local authority.
- Horrie advised that he was in contact with the responsible authorities regarding the unserviceable street lighting on both sides of State Circle. **NFA**
- Sue enquired about the potential of installing solar power panels to the CHA complex. David provided a brief historical account, highlighting the previously experienced complexities from a financial and taxation perspective (e.g., income tax to be split 63 ways, significant capital cost). It was agreed that installation was probably both desirable and inevitable in the longer term and that it was a pity that this and underground water cisterns had not been included in the original construction. It was agreed that this initiative be re-visited in the next committee year. **NFA**

Closed 07:45 pm

7. Next meeting.

Monday 6 Aug, at 6.00 p.m. in Horrie's Apartment, 118/23.

Approved

David Campbell
Chairman

5 July, 2012