

UP3259 Capital Hill Apartments

Executive Committee Meeting 40

Minutes

Held: Monday November 5 at 6pm in Apartment 105/17

Attendees: Horace Saducas (118/23), Sue Chambers (101/17), Peter Hodge (108/19), Sue Brooks (119/23), Peter Clarke (102/17).

1. Apologies: Glen Ashe (5/17), Peter Ford (115/21), Shelley Thomson (101/17).

2. Executive Committee/Office Holders

Following the AGM on Wednesday October 31, 2012, Horace Saducas was elected Chairperson for the next 12 months, Shelley Thomson, Treasurer and Sue Brooks, Secretary.

Horace welcomed Sue Brooks and Peter Clarke to the executive committee.

There now 8 exec members with representatives from each of the 4 buildings.

3. Treasurer's Report

The treasurer's Monthly Report for October and Budget V Actuals Report for Sept 11-Aug 12 were tabled and addressed by Shelley via mobile on speaker.

Funds available @ 31 October, 2012: \$192,445.62

Payments for October: \$15,029.64(includes GST)

It was acknowledged that we now in addition to the operating funds we have established a NAB Term Deposit account of \$120,000 for 6 months at 4.55%.The committee accepted the reports.

4. Web Site Update

The web site is under control of Jane Whiting from Blandfordia.

Web statistics for October as follows:

Total unique visitors to site: 152 (Sept 146)

Total number of visits by these visitors: 199 (Sept 212)

Most viewed pages: Community Noticeboard 84(Sept 40)

News 54(Sept 49)

Log in info 44(Sept 38)

5. Business Arising from Last Meeting's minutes:

a) WHS Plan Update

Exec members now have a very comprehensive resource and guide to Work Health and Safety issues in the form of three documents including:

1. Manual of the Work Health and Safety Act 2011 Due Diligence System.
2. Strata Title Bodies Corporate and Work Health and Safety Laws FAQ.
3. Capital Hill Apartments Service Providers.

There is a need to keep these current and it was decided to check Certificates of Currency of the Service Providers before next AGM. **Action MA/Horace**

b) Becton Items-Update

Horace contacted Grant Smitten who indicated that due to more pressing work Becton will not be able to attend to the outstanding defects before the end of the year.

Defects recognised by Becton:

- Cat's eyes and bollards
- Soffits
- Walkway parapet walls and ground slab #17/19
- Slab water leaks between buildings 19 & 21

Action Horace

c) Box Gutters

Further cleaning and checking of roof gutters and higher level box gutter heads was carried out on all building. It was reported that most were clear of debris. After discussion it was agreed that a regular bi-yearly inspection and gutter clean be set up before the onset of winter and six months later.

Action Horace/MA

d) Provision facilities for cyclists.

Held over until next meeting. **Action Glenn**

e) HWS Pump joint gasket failure

In order to avoid a repeat flooding of the basement in the event of another HWS recirculating pump gasket failure it was agreed to carry out the replacement of all gaskets. The work was successfully carried out on the 30/10/12.

Closed

f) Structural Engineering Drawings Concerning Cracks in the Basement Concrete Floor

When requested by our structural engineer Becton's structural engineers have not made the structural drawings of the basement floor available and it was decided to formally request from Becton that they provide all drawings of the Complex in their possession which, as required by the Unit Titles Management Act 2011, should have been made available at the first AGM of the Owners' Corporation.

Action Peter Ford/MA

g) Term Deposit

See Treasurer's Report

Closed

h) Owners Corporation Network ACT delegate

Sue Chambers has contacted OCN and will be the subscription recipient of any future distribution of documents.

Closed

i) Teys Strata Space Subscription

Peter Ford is the subscription recipient and has already distributed copies of the Teys newsletters to exec members.

He will catch up with new members Peter C and Sue B

Closed

6. New Business

a) Horace on Holidays

Horrie will be away from Nov 12 – Dec 16.

Over that period Peter Clarke has offered to be the liaison executive committee member with the MA for any electrical, mechanical, fire protection, security, plumbing and cleaning issues. Peter Hodge will continue to be the executive committee member who liaises with the gardener. Documents presently held by Horace will be available in the Comms Room.

Action Peter Clarke/Peter Hodge/MA

b) Carpark Stairways

Following request at the AGM that carpark stairways and passage ways be cleaned. The MA will be asked to direct the cleaners to carry out a thorough cleaning to remove built up grime on walls and floors of the stairways.

Action Horace/MA

c) Roof Leaks

Recent Roof leaks in Buildings 17 and 23 are to be investigated. Recently a number of photos were taken of the roof structures and it was decided that an inspection by an independent roofing company be sought. Horace offered to contact appropriate companies on his return..

Ongoing action Peter Clarke/Horace/MA

d) Front Doors of Buildings

Following on from discussion at the AGM of the problematic noisy closing of the entrance door to Building 21, it has been decided to set up a Door Refurbishment Sub Committee to look at other apartment complexes in Canberra to see how similar problems have been addressed. The sub-committee with the MA will carry out a field inspection as a first step. This will be followed by contacting door manufacturers to obtain expert assessment of the problem before any consideration be given to any major reconstructions of all the entrance doors.

Action Horace/Peter C/Peter H/MA

7. Other Business

a) Junk Mail

Recently a large amount of advertising pamphlets have been left on top of the mail boxes for each building. It was decided that exec members would dispose of them ASAP before they become scattered around the complex.

b) New Plants

Peter H has added new plants to the herb garden including French Tarragon. These need some time to get established before picking. Peter to submit invoice for \$57.45 to MA for reimbursement.

8. Next Meeting

Monday, December 3 at 6pm in Shelley Thomson's apartment 101/17.