UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 54

MINUTES

Venue: Monday 3 March, 2014, at 6.00 p.m. Apartment 205/19

Attendees: David Campbell (205/19), Peter Ford (115/21), Rob Northover (201/17); Terry Gassner (12/19)

1. Apologies Horace Saducas (118/23).

2. Committee Membership
Both Sue Chambers and Derek Drinkwater have tendered their resignations, which the Committee accepted with regret and expressed their appreciation for their contributions to the Committee and the Capital Hill Apartment community, particularly in regard to Sue who served as Secretary for 18 months.
The Committee welcomed Terry Gassner, who, amongst other duties, will take over landscape liaison from Derek. He brings valuable experience in Owners Corporation matters. The Committee also welcomed Rob Northover, who, with his technical experience and expertise will be of considerable assistance to Horace especially on the electrical and electronics side of the house. David will act as Secretary until alternative arrangements can be made. Peter Ford will assume the role of OCN liaison. Rob undertook to draft a Lift Notice seeking other volunteers to join the Committee.

3. WHS Moment

Four current issues warrant listing as WHS incidents. They are treated elsewhere in these Minutes:

Traffic Arrangements - see 12.a
External Lighting – see 10.c and 12.f
Speeding in Basement – see 7.e
Exit Signs – see 10.c

4. Treasurer's Report

Peter tabled his monthly report and budget spreadsheet. Half-way through our financial year, expenditure is tracking slightly over pro rata but the Committee is satisfied with this, noting that there have been significant unbudgeted expenses, such as the consultants' and legal expenses associated with the insurance claim. The Committee asked that future reports separated the Admin and Sinking Fund balances, rather than aggregating them.

The debtors' situation was again discussed. Three owners owing $7,194.71 in levies are more than 90 days in arrears. Legal action to recover is the next step, as discussed between the Treasurer and Managing Agent. **Action: PF, MA**

5. Managing Agent's Report

The MA's monthly report was tabled, essentially a record of routine actions such as accounts paid, correspondence despatched and work orders placed. Other action has ranged from lodging the quarterly Business Activity Statement (BAS) to servicing the oily water separator in the car wash bay. It has been another busy month. Some of these activities are reflected elsewhere in these Minutes.

6. Business Arising from Last Meeting's Minutes

7. Administrative

a. Corporate Register. The MA reported that his last drive for Register information has resulted in complete records of owners but that details of 12 occupants remain outstanding.

b. Welcome letter to new owners and occupants. Still to be revised. **Action: DC**

c. Security Devices held by owner of Unit 14/19 - defer to next meeting, HS

d. Letter box. Further hastener to Senator Seselja despatched on 13 Feb.

e. Lift notices. A reminder about the speed restriction in basement will be posted. Too many residents are driving too fast too often. There's an obvious risk to people's safety.

f. Parking Hazard on State Circle/Melbourne Avenue. Roads ACT has responded to our request and on 25 February erected No Parking signs immediately to the north of our garage ramp. TAMS Parking Operations will police and enforce compliance. The Committee noted with satisfaction the greatly improved arrangements on both State Circle and Melbourne Avenue, resulting in better convenience and greater safety.

g. Bollards between Buildings 17 & 19 and 21 & 23. MA has issued a work order to JPK Bollards for the supply and installation of two stainless steel lockable and removable bollards for $1452.

h. Lifts Unserviceability. We still await advice from Schindler about the floor indicator light in Building 19's lift. **Action: MA**

i. Sinking Fund – defer to next meeting, HS

j. Access to apartments for repair, maintenance and emergency. Advice will be sought from OCN about master keys **Action: PF**

k. Carpet Cleaning. MA had contracted Morgan's to clean all common property carpets and this was done on 21 February.

8. Insurance. DC brought the Committee up to date with recent developments, the most significant being the visit this week by CGU's Building Consultant to inspect the sites involving a dozen separate apartments and an equal number of common property issues.

9. Landscape. TG reported that he had had a comprehensive handover from DD and would be discussing with Luke the planting and mulching program approved last month and for which the MA has issued the work order. There has been yet another blowout of the filter assembly of an irrigation control box behind Building 19. The additional hose and oscillating sprinkler has been purchased. Welcome recent rain has reduced the need for hand-watering of the nature strip. Discussion ensued about the recent spate of failed solenoids and valves for the balcony planter box sprinkler systems in Buildings 17 and 23; all such installations will need examination and the automatic watering times monitored and adjusted if necessary to prevent over-watering and flooding. **Action: TG**

10. Maintenance

a. Rain Water heads quote – 6 Star Plumbing. The MA issued a work order issued on 4 Feb for $5641 for sealing 12 rain water heads on Building 17.

b. Hydraulics Consultant Report on HWS piping - defer to next meeting, HS

c. Recent lighting maintenance, interior and exterior. Heavy rain on 19/20 February had shorted both bollard & fish eye lighting in the grounds; lighting was restored by Wayne Taylor on 21 February. This failure in properly illuminating the pathways is regarded as a WHS hazard. Internally, Wayne also replaced three failed exit signs, three basement fluoros and one oyster light. Exit signs have an evident WHS significance.

d. Plumbing, garden and planter box irrigation. See 9. Landscape above.

e. Roofing. Delnas Metal Roofing has been on the job since 12 February and is estimated at about 40% completed. Provision of overflow pipes, etc., is a big job but work has been delayed both by high temperatures on the roof and heavy rain at other times.

11. Website

Routine updates have occurred during the month, including the special resolutions regarding Rule changes.

12. New Business

a. Traffic arrangements at Garage Entrance. A resident has reported concerns about risks to both pedestrians and vehicles when exiting the garage ramp. Several ideas were put forward to reduce or eliminate the perceived hazards. The Committee considered the matter but in the end did not share the concerns, other than the need to trim the garden foliage immediately to the south of the entrance. (Luke has been tasked accordingly.) Normal careful and prudent driving behaviours should take care of the matter.

b. Dead Foliage Stains from 109/19. A combination of recent intense heat that has killed some foliage in planter boxes and heavy rain has resulted in stains on exterior walls. MA has written to the owner about rectification.

c. Staining on end support walls, Buildings 21 & 23. This is thought to be caused by overflows from balcony planter boxes. The matter will be considered in the context of the common property insurance claims and the need to monitor irrigation timings as mentioned in 9. above.

d. Vertical tile trim. DC mentioned that he had recently re-glued a fallen tile at ground level in Building 19 and asked that other Committee members keep an eye out for similar failings elsewhere. We have a very limited stock of these ceramic tiles and they are no longer manufactured. **Action: All**

e. Minor basement flooding had occurred during heavy rain on 14/15 February. A hot water leak in the basement outside the lift of Building 23 occurred on 25 February. 6 Star Plumbing was called and both matters were attended to. Minor flooding in the basement will continue until such time as permanent repairs are made to certain concrete structures and, indeed, these may yet prove to be beyond economical repair. In other words, we may have to live with it.

f. A Security Incident occurred in the early hours of 11 February when an intruder was seen climbing over the gate near the garbage compound at the rear of Building 23. No evidence was found of any damage or theft but the incident highlights the need for residents to be alert to strangers on the premises. It also highlights the need for properly functioning external lighting.

g. The Committee was disappointed to note new black marks on the walls of corridors and stairs caused by bicycles, especially as $4000 was recently spent on repainting. Bicycles are not permitted inside because encounters between tires and walls are inevitable.

Other business

a. A suggestion has been received from a resident that a Visitor's car park be allocated for the exclusive use of motor cycles. The Committee turned this down on the grounds that converting common property for the benefit of few residents could not be justified. Motor cycle owners should use their allocated parking spots that come with their apartments. Furthermore, a change to the Units Plan would be required and that this was bound to fail, it taking only a single objection to kill it.

b. PF described a recent upgrading he had made of his transAct connection. This may be of interest to others and a News item to that effect will be posted on the web site. **Action: DC**

c. PF also drew the Committee's attention to a current series of advisories from Teys Lawyers on Risk Management. He would circulate the documents and lead a discussion on the subject at a future meeting. **Action: PF**

d. And, finally, PF advised the new Committee members of his practice of monthly updating an Index of subjects taken by the Committee. This is an invaluable component of our corporate memory and is of considerable assistance in searching the archives. A good example is the current discussion on master keys, a subject that was first dealt with four and a half years ago.

Next Meeting

Monday, 7 April at 6.00 pm, at 201/17

Approved.

David Campbell

Chairman

4th March, 2014