

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 55**

MINUTES

Venue: Monday 5 May, 2014, at 6.00 p.m. Apartment 115/21

Present: David Campbell, Chairman, 205/19; Peter Ford, Treasurer, 115/21; Terry Gassner, 12/19; Rob Northover, 201/17; Horace Saducas, 118/23.

1. **WHS Moment.** Nil report – no incidents or hazards.
2. **Treasurer's Report** – Peter Ford tabled his monthly report. The Administrative Fund stands at \$32,022 and the Sinking Fund \$273,183. The pattern of expenditure above pro rata continues and specific aspects were discussed. Of particular concern are increased costs in electricity and water and the disturbing expense of endless repairs to emergency lighting systems. Excessive water consumption can be attributed to the many recent plumbing and irrigation defects and strenuous efforts are made to control these. Increases in utility charge rates also explain some of the high costs but further investigated is needed. **Action: HS**
3. **Insurance Update** - Davis Campbell reported that CGU has now finally received Brian Dillon's report and it is next to be reviewed by CGU's technical manager. This process hasn't been helped by the tech manager's recent absence on leave but we are told that a decision can be expected by 9th May. So far, this matter has gone on for eleven months with resultant inconvenience and cost. **Action: DC**
4. **Landscape** – Terry Gassner reviewed the present situation, particularly noting the very slow progress in Four Season's progressing his current extra tasking: dead and dying Scarlet Sentinels affected by scarab grubs, trimming planter boxes, re-levelling rear garden beds, etc. Some of this work was commenced last week and further effort is planned for this week. Chemical control of scarab grub attack is apparently difficult; our front lawns are treated but not trees and the Committee needs to understand more about these pests. Advice about ground-level planter boxes re-planting is also awaited. In addition, TG spoke of new problems with irrigation lines and control boxes behind Buildings 17 and 19. The place is like a snipe marsh. Significant quantities of water have been wasted (see Treasurer's Report above) and repair of the system is a high priority; the affected parts of the system have been isolated until they can be fixed. **Action: TG**
5. **Maintenance**
 - a. Rain water heads. Horace Saducas reported that Six Star Plumbing would finally commence repair of the 12 fixtures in Building 17 this week. Once the boxes are properly sealed, protective mesh will be installed. **Action: HS**
 - b. Hydraulics Consultant Report on HWS piping – Horace advised that David Tennant has completed transferring our drawings to electronic format and that his technical report should be delivered on 7th May. **Action: HS**
 - c. Roofing. DC said that Delnas has finally completed the extensive roof works program to a most satisfactory standard and that sign-off with Delnas and Advanced Structural Designs was scheduled also for 7th May. **Action: DC**
6. **Correspondence**

DC reviewed the month's outwards correspondence from the MS on our behalf: debtors, lawn & carpet damage, garbage collection costs, common air conditioning repair, flooding, smoking, wall stains, and NFS defects amongst other matters but all more or less of a routine nature. Other correspondence in and out concerned the Australia Post letter box that has finally been refused by the powers that be.

7. **Business Arising from Previous Minutes**

- a. Sinking Fund. HS advised that this review was progressing satisfactorily with Alex Fong of DCWC. **Action: HS**
- b. Risk Management – PF presented his second Draft Risk Management Plan, which is divided into elements of Compliance, Management and Financial. The Committee agreed that further development into a task-oriented, complex matrix of likelihood and consequence was unnecessary and that its present form was most suitable for our purposes. It was noted that even without a formal plan, present processes and procedures were managing our various risks very well. Nevertheless a formal plan would at the very least act as an invaluable check list and it was resolved to review the plan at least quarterly. An immediate application would be to see how the Plan had implications for the current Sinking Fund exercise. **Action: All**
- c. Lift Notices. Rob Northover led a discussion on a lift notice urging all residents to keep the MA advised of their contact details, perhaps including car registration numbers. The need to contact residents over one thing or another arises several times a week. The Committee noted the connection with the Corporate Register and that the matter would be raised with the MA. **Action: DC**

8. **New Business**

- a. DC had circulated a Memorandum produced by the NSW Department of Finance and Services that clearly defines who is responsible for the repair, replacement or maintenance of items or areas contained within a strata scheme: the Owners Corporation or the Owner. Although the relevant legal environment in the ACT is virtually identical to that of NSW, there appears to be no equivalent ACT document and the Committee agreed that the NSW definitions would serve us very well. There have been several cases of disputed insurance liability in the past (glass doors, shower screens, plumbing problems, for instance) which would have benefitted from such clear guidance. Exactly how this guidance might be formally adopted as policy will be discussed with the MA. **Action: DC**
- b. PF tabled a report on his recent attendance at the AGM of the Owners Corporation Network. Discussion ranged from the demise of Teys Lawyers to Privacy Issues and from the costs of Meeting Venues to policies for Master Keys. The Committee focused on Master Keys, which have been much discussed recently. There are strong arguments for and against and certainly some complex issues about privacy, possession and usage. The Committee thought a statement on the web site might be welcomed by owners and residents and it was also thought that the entire matter might be brought to the AGM. Further thought is needed. **Action: All**

9. **Other business**

- a. The Committee formally consented to a cat in 11/19. It was noted that although the landlord/agent had agreed before the tenant moved in, the requirement for ExCom consent was evidently not known, overlooked or ignored. In the event, there is a happy outcome for the moggie, Ruby, but

it is easy to imagine difficulties arising wherein there is a tenancy agreement approving the possession of a pet without the prior consent of the Committee. The question will be raised with the MA. **Action: DC**

- b. Rob noted the growing extent of unsightly bird droppings beneath window sills around the apartments. The contract with Australian Pest Birds may need to be extended accordingly; at present, only roof edges are treated. **Action: DC**
- c. The continuing vexatious problem of leaks above the basement Cage 50 (Apt 119/23) was again discussed. Recent joint attempts by the electrician and the plumber to seal the conduits through which surface water was travelling have evidently not solved the problem and it is possible there is yet a third source of ingress. (The Committee noted the owner's innovative jury rig of funnel and hose and hopes this won't be required much longer.) Further investigation is being undertaken this week. **Action: HS**
- d. TG mentioned that, of late, the lift doors in Building 19 were intermittently reluctant to open. DC said this misbehaviour had occurred previously but had mysteriously fixed itself. They agreed to observe the matter over the next few days and, if warranted, to get Schindler to attend. **Action: TG and DC**

10. **Next Meeting**

Monday, 2nd June 2014 at 6.00 pm, at 205/19. It was noted that the Treasurer will be away and that Horace will cover for him.

Approved

David Campbell
Chairman

6th May 2014