

**UP 3259 CAPITAL HILL APARTMENTS
EXECUTIVE COMMITTEE MEETING No 59
MINUTES**

Venue: Monday 1st September, 2014, at 6.00 p.m. Apartment 118/23

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

Apology: Peter Ford, Treasurer; 115/21

1. **WHS Moment.** No incidents or issues arose during the past month.
2. **Treasurer's Report.** The Acting Treasurer (HS) presented his report. Funds on hand amount to \$341,808.34, comprising Administrative Fund \$41,191.22 and Sinking Fund \$300,617.12. Expenditure remains about 10% above pro rata. Outstanding debtors total \$10,498.96, hardly any improvement over July. Five owners remain over 90 days in arrears in paying their half yearly levies. HS undertook to reconcile the Sinking Fund figure with his Actual & Budget figures and to clarify the Schindler bill of \$544.50 (see also item 6.d).
Action: HS,MA
3. **Landscape Report.** TG reported that the "sleeper-fix" solution for 28/23's courtyard has been implemented. Dowling Tree Services removed dead branches from the large pin oak on 28 August at a cost of \$1749 (including GST). Provision for such work in the future will be built into the Sinking Fund. The irrigation piping in the recently restored planter box at the door of 19 has been looped around the edge of the planter and pegged. The lawn subsidence at the site of the broken hydrant pipe has been repaired but is still in need of further work. The Crimson Sentries on either side of the walkways need trimming and the "nature strips" are in sore need of attention again. In TG's forthcoming absence, HS has volunteered to take up these latter matters with Luke. **Action: HS**
4. **Insurance Update.** In response to our briefing of the barrister, Ken Howden, a two-part response was received on 22 and 25 August. DC met with our solicitors, KJB Law, on 26 August to consider these opinions and to map out the next steps. We are seeking clarification of certain issues, particularly how most expeditiously we can make further representation to CGU on behalf of those owners whose claims have been denied. The central issue is liability: who pays, for what, when, how much and how. Until an agreed position on CGU's response of 16 May can be agreed amongst all the parties, CGU will not move on tendering or even paying the reimbursements already agreed. A "round table" to consider all these matters is contemplated.
A Costs Disclosure and Costs Agreement has been received from Mr Howden and a sum of \$4500 has been placed in KJB's trust account in anticipation of his fee. Scopes of work on denied claims was finally received from CGU on 26 August and were immediately forwarded to concerned owners.
Correspondence with CGU, KJB, Mr Howden, etc., is routinely posted on the Capital Hill Apartments website for the information of owners. It is disturbing to discover

that some owners and/or their agents are unaware of this facility or chose to ignore it. **Action: DC**

5. Correspondence

Routine only.

6. Business Arising from Previous Minutes

- a. Roof anchors. An order has been placed with Roofsafe Industrial Safety (RIS). The quotation is for about \$1200. This significant price increase over the previous exercise is explained by the fact that the contractor had underestimated the magnitude of the task for the first time and had borne the extra expense himself. The work should be undertaken in the coming week.
Action: HS
- b. Rain water heads. 6 Star Plumbing has so far been unable to contact the subcontractor to complete this work. **Action: HS.**
- c. Hydraulics Consultant Report on HWS piping. Final adjustments to the hot water furnaces circulating pumps were completed on 26 August. This should be the end of the matter.
- d. Lift door invoice. Still to be clarified. **Action: HS**
- e. CCTV Alarm. Blitz Security continues to investigate the provision of a suitable alarm. **Action: HS**
- f. Lift Notices. Notices about leaking car fluids have been replaced by reminders about the proper use of visitor car spaces.
- g. Website. The site was updated with advice of the latest insurance developments on 5 and 27 August. Updated versions of the Apartment Manual and Rules were posted on 19 August. Statistics (with July's figures in brackets): 197 unique visitors (191); 255 visits (217). Most Viewed: Community Notice Board 69 (60); News Archives 48 (41); News 43 (23). Owners 27 (18). The increase in usage is pleasing; the fascination with News Archives is mystifying.
- h. Planter box tree 112/21. The offending tree has still to be removed. **Action: MA**
- i. Definitions of common and private property. It was agreed the NSW documents remain a good basis for our purposes.
- j. Apartment Manual and Rules. Minor amendments have been made to the Apartment Manual (items 4.2, 8.18 and 12) and clarification of the Rules (Item 10.1, 10.2 and 11.1). The changes deal with plumbing leaks, garbage disposal and levy notices (Apartment Manual) and moving and car parking (Rules). The documents were updated on the web site on 18 August.
- k. Laundry leak 17/21, spillage on Car Park 63; adjacent 18/21. The outcome of the insurance aspect is awaited. **Action: MA**
- l. Basement lighting. Wayne Taylor is to return for further work on 4 September. **Action: HS**
- m. Technical Drawings. HS continues his search for appropriate filing cabinets for A0 sized drawings. USB sticks have yet to be given to the MA for downloading on FileSmart. **Action: HS, MA**

- n. Dumping garbage – DC Notices have been sent to two owners/residents requiring them to remove rubbish from their car parks. They have complied.
- o. Eastern walkway. Although a good start has been made on cleaning the pavers, a more thorough job remains to be done and the contract cleaner needs to return to the fray. **Action: HS**
- p. Visitor Parking. Notices to parking offenders have been drafted and will be placed on the windscreens of offending vehicles. Abuse of this facility – in clear contravention of Rule 11.1 – has risen to unacceptable proportions, with as many as 12 of the 14 spaces routinely occupied day and night by non-entitled vehicles. **Action: All**
- q. Sinking Fund. A revised spreadsheet has been agreed with Alex Feng, Director of Donald Cant Watts Corke, our quantity surveyor. We have been invoiced \$1617.
Numerous adjustments to the forecasts have been made, the most significant ones reflecting anticipated remedial work under the CGU insurance claim, such as extensive external painting. The Committee appreciates the fact that the Apartments are now six years old and their graceful degradation must be managed with care.
The Committee is satisfied the plan conforms to statutory requirements.
- r. 2014-15 Budget. It was decided to include a Schedule B for the Managing Agent's fee, for the first time. It's entirely possible that various legal and/or administrative proceedings could arise from the insurance claim and the MA could become involved. Provision was made for, say, \$150 per hour capped at 20 hours, or \$3000. Otherwise, refinement of the budget detail continues. **Action: PF**
- s. Skirting Boards. On 19 August, the MA and DC commenced a program of inspection of the 31 ground floor apartments to check on the state of their skirting boards and to see whether there has been any recurrence of the water ingress problems known to exist in at least three other apartments. Of the 16 so far inspected, damage was noted and recorded in seven.
The matter remains very much a work in progress. Whether the problems can be adequately met by a relatively simple approach using proprietary weatherproof sealants and replacing the boards or whether the far more extensive procedure planned by CGU in similar (but more serious) cases has yet to be decided. **Action: DC, MA**
- t. Solar Power. HS has commenced his investigation but it will be a protracted and complex exercise. The latest complication arises from the current debate about the future of the Renewable Energy Target. **Action HS**
- u. Annual General Meeting. The AGM will be held at 6 p.m. on Tuesday 28th October in the Eastlakes Football Club, Kingston. The date change is dictated by the availability of the venue. The agenda and supporting papers will need to be in the mail no later than 10th October. **Action: All, MA**

7. New Business

- a. The Spring window cleaning will occur on Tuesday 16 September, weather permitting.

- b. Tractor maintenance. Our tractor is used for moving the garbage skips and is a critical piece of infrastructure. Its transmission broke down on 28 August. Whilst awaiting repair, Luke, our landscaping contractor, generously made available his own tractor to enable the essential business of routine garbage removal to be carried out. The Committee expressed their gratitude. The opportunity will be taken to bring forward its routine maintenance.

8. Next Meeting

Monday, 6th October being the Labour Day holiday, the next meeting will be on Tuesday 7th October, 2014 at 6.00 pm, at 201/17.

Approved
David Campbell
Chairman

1st September, 2014