

**UP 3259 CAPITAL HILL APARTMENTS**  
**EXECUTIVE COMMITTEE MEETING No 84**  
**5<sup>th</sup> December, 2016**

**Minutes**

**Venue:** Apartment 205/19

**Present:** David Campbell (DC), Chairman & Secretary, 205/19; Peter Ford (PF), Treasurer 115/21; Horace Saducas (HS), 118/23. Terry Gassner (TG), 12/19.

1. **WHS Matters.**

A contract for \$1012 has been awarded to Downright Concreting for repair to the path between Buildings 17 and 19.

A 'give way to pedestrians' sign to be seen by drivers as they exit the garage has been purchased but not yet installed.

NFS carried out an annual planned maintenance review of our fire and emergency systems on 14<sup>th</sup> November. Fire and evacuation alarms were tested on 2<sup>nd</sup> December.

2. **Treasurer's Report.**

The Balance Sheet as of 30<sup>th</sup> November records our Total Assets as \$299, 623.11 which include bank balances of \$127, 834.66 for the Admin Fund and \$69,788.99 for the Sinking Fund. \$100,000 remains in our Investment Account. Administrative Fund expenditure totalling \$13,837.44 during the month was of a routine nature. Levies etc. in arrears amount to \$2,831.98. Our finances remain in very good shape.

3. **Landscape Report.**

HS has volunteered to apply liquid fertiliser to the nature strip. The recent spate of hot weather means hand-watering is now required and a new roster will be drawn up. **Action: HS, TG**

4. **Remedial Insurance Work.**

Final invoicing from Remedial Building Services has been received and certified by us for payment by CGU insurance. The final cost was in excess of \$1.8 million for the comprehensive works program that took just over a year. External and internal painting, which was carried out at the same time under our Sinking Fund obligations, was a further \$370,000; the final invoice for this has also been passed for payment. Renewed cracking in the western parapet wall between Buildings 17 and 19 will be repaired under Remedial's warranty.

We have received confirmation from Remedial of the statutory warranty period for six years from the Practical Completion date of 30<sup>th</sup> September, 2016.

The three volumes of papers relating to this Insurance Work over the past four years will be archived in the filing cabinet in the Communications Room. **Action: DC**

5. **Correspondence.**

Correspondence during the month was of a routine nature. Letters of welcome (and a list of Q&A) have been sent to the new residents in 122/23 and 113/21. Letters have been sent to owners about tenants' neglect of a planter box and cigarette butt littering.
6. **Web Site and Lift Notices.**

The Photo Gallery has been completely revised. To date, there has only been one contributor; offerings are solicited. There were very high numbers of visitors to our web site in November. Items in News and Community Notice Board on our web site have been posted and lift notices routinely turned over.
7. **Business Arising from Previous Minutes.**
  - a. **Current Repairs.**

The water ingress problems of apartments, 208/21 and 115/21 were examined by CHU's assessor, Tony O'Connor (from Cunningham Lindsey) on 14<sup>th</sup> November. We await a report from an engineering consultant on alternatives for repair. **Action: MA, DC.**
  - b. **Apartment Log.**

This remains a work in progress. **Action: PF, DC**
  - c. **Water Leaks**

In addition to the matters at 7.a above, liability for the leak in 7/17 is still being resolved. A new and serious concern is leaking balcony planter boxes. Five of eight were repaired with the insurance work but the worry is that the remaining three are now beginning to display problems. At times, the balcony of 205/19 looks like a snipe marsh. Investigations continue but a contract for \$3825 has been awarded to Blakett Commercial for an interim repair to be carried out in early February. **Action: MA, DC**
  - d. **Cleaning**

The basement floors around the garbage rooms and lifts were cleaned as best we could on 16<sup>th</sup> November.
  - e. **Rain Heads**

A contract has been let with 6 Star Plumbing for the refurbishment of the rain heads on Buildings 19, 21 and 23. This will be carried out in the new year.
  - f. **Exhaust Trunking Caps**

The contractor has been advised that we cannot undertake this work until our next financial year.
8. **New Business.**
  - a. **Further Major Works**

Under what's known as Sod's Law, further serious defects have come to light since the Remedial contractors moved off site. These defects have to do with leaking balcony planter boxes and leaking waterproof membranes on some terraces and

balconies (items 7.a and 7 c. above). In addition, there is the outstanding matter of the split in the concrete beam above Cage 62. Significantly, these items are long out of warranty and, as they relate to defects in design and/or construction, are probably not covered by our strata insurance. The Committee is working to better understand the nature of these defects and to formulate a costed program of repairs. The bill is likely to be large and to well exceed our present reserve funds. A levy is possible, even probable depending on the time scale, and of course would need to be put to Owners in an EGM.

A special meeting of the Executive Committee, supplemented with Ash Morgan and Tony Stevens from City Strata, convened just prior to this monthly ExCom Meeting to consider this single matter. As noted above, we await further professional advice and in the meantime recognise we have to adopt a 'wait and see' approach as we are still in the information-gathering phase. The problems may eventuate as not as serious as currently feared but, if major repairs are required, it is to be hoped that they are far away in which case the Sinking Fund may be able to accumulate sufficient funds to cover the costs. The situation will continue to be closely monitored. **Action: All**

**b. Dog**

The Committee concurred in the proposition that cavoodle Fergie share Apartment 122/23.

**c. Cats Eyes**

Six cats eye lights for the foot paths have been ordered at a cost of about \$1300 (less installation). This is not a huge sum but it illustrates the ongoing expenses of maintaining Capital Hill Apartments referred to in 8.a above.

**d. Strata Manager**

City Strata has assigned a new Strata Manager for Capital Hill Apartments, Tony Stevens, [tony@citystrata.com.au](mailto:tony@citystrata.com.au) If he's unavailable, fall back upon Ash Morgan. (02) 6156-3305 for both. The Committee welcomed Tony to the team.

**Next Meeting:** 6<sup>th</sup> February, 2017 in Apartment 205/19

D.J. Campbell  
Chairman

6<sup>th</sup> December, 2016