CAPITAL HILL APARTMENTS
DECISIONS BY BODY CORPORATE OR EXECUTIVE COMMITTEE
Part 1 (to October, 2018)

Access to apartments - EC Feb. 14, Mar.14 – options for access for purposes of maintaining common property and for emergencies; **EC Apr. 14, May 14** – master keys; **EC 31 July 15** – EGM to consider access issues for building repairs; **EC Oct. 15** – owners locking themselves out; unsolicited visitors;

Actew access – EC July 14 – communications from Actew about access;

Actsmart Business and Energy Program: EC Apr. May, 2016 - initiation of consideration; **EC Jun 16 -** approval of proposal; **EC Aug 16** - completion of work;

Air conditioning – EC Nov. 09; Dec. 09; Feb. 10, Mar. 10, May 10 – corridors; **EC Sep. 10** – contract for corridor AC maintenance; **EC Nov. 11** – frequency of inspections; **EC Feb. 14** – interference with settings; **EC May 14** – common air conditioning repair; **EC Oct 16 -** renewal of Seda contract;

Administration fees – EC Aug. 10 - increases

Apartment Log - EC Oct 16 - consideration of need for an apartment log of unauthorised changes to common property; **EC March 17 -** progress report;

Apartment Manual – EC Aug. 10 – review; **EC Dec. 11** – updating; **EC Mar. 12** – fires and CCTV; **EC Apr. 12** – installation of 'keysafe' devices for emergency services; **EC Aug. 12** – review; **sixth AGM** – review; **EC Dec. 13** – revision to include sections on Corporate Register, serviced apartments prohibition and replacement of batteries in keys; **EC Feb. 14** – action required to complete revision; inclusion of section on use of garbage room; **EC June 14** – need for review; **EC July 14** – amendments regarding Blandfordia's new address and new cleaning products for wooden floors; comments sought on need for review; **EC Aug. 14** – suggestions for amendment;

Apartment usage - EC May 15 – approval of use of incidental use of apartment 9/19 as office by Argentinian military attaché;

Audit – fifth AGM – swipes and remotes; **EC Aug. 13, Sep. 13 –** issue of audit of MYOB adjustments; **AGM Oct 18 -** approval for audit of accounts;

Awnings – EC May 10, June 10 – Melbourne Ave. unit; **EC Dec. 12** – approval 111/19; approval 115/21; approval 109/19;

Balconies *(see also Landscaping)* – EC Feb. 10, Mar, 10 – front balconies' planter boxes; **EC May 11** – watering system; **EC Aug. 12, Sep. 12, Oct. 12** – flooding of rear balcony's planter boxes; **EC Dec. 12** – watering of plants on front balconies; **EC Feb. 13** – flooding on balcony of 3/17; **EC Apr. 13, May 13 –** maintenance of appearance of overhanging plants on front balconies; **EC Aug. 14** – removal of tree; **EC July 15** – appearance of plants on front balconies; **EC July 15** – approval of light

109/19; **EC Mar 16** – identification of need for better balcony maintenance by owners;

Basement – EC Nov. 09 – heat from exchanges; **EC Mar. 10** – flooding, junk, visitor car parks; **EC June 10** – visitor car parks; **EC Sep. 10** – contract for exhaust fan maintenance; fan room flooding; **sixth AGM** – flooding; burglary; **EC Sep. 10** – use of storage cage; **EC Oct. 10** – flooding; **EC Nov. 10** – repair of cages following security incidents; requirement for swipe card access to lifts; **EC Jan. 11** – flooding, grates, sump pumps; **EC Mar. 11** – access to units by visitors; **EC Mar. 11** – flooding, grates, pumps, new plumber, oily water separator; **EC Apr. 11** – flooding; notices; **EC May 11** – flooding; **EC Jun. 11,** – visitor parking; **EC Jul. 11** – visitor parking; sump pumps modification; **EC Aug. 11** – flooding and liability; sump pumps modification; pets; visitor parking; **EC Sep. 11 –** sump pump trial; exhaust duct covers; stairs and corridors painting; pressure regulator ventilators; visitor parking; **EC Nov. 11** – floor gratings; sump pumps trial; exhaust duct covers; pressure regulator ventilators; exhaust fans; **EC Dec. 11** – results of sump pump trial; vents in pressure regulator ventilators; flooding; **EC Feb. 12** – Becton's agreement to pay for floor gratings; sump pump failure; pressure regulator ventilators; flooding; **EC Mar. 12** – exhaust duct covers (modification); flooding; visitor parking; **EC Apr. 12** – storage of flammable liquids; exhaust duct covers (modification); furnace room ventilators installation; flooding; **EC Oct. 12 –** unauthorised use of cage; **EC Nov. 12 –** flooding from HWS pump joint gasket failure; **EC Nov. 12, Dec. 12** – request for structural drawings of floor; **EC Mar. 13, Apr. 13, May 13 –** use of storage cage assigned to Owners Corporation; **EC Aug. 13, Sep. 13 –** complaint from unit owner of leaking over cars; **EC Mar. 14** – minor flooding and hot water leak; **EC Apr. 14** – minor flooding; **EC May 14** – leak into cage 50; **EC June 14** – engine oil leaks; **EC July 14** – complaints about sensors in some areas; **EC Dec 14, Jan 15** – investigation of leaks under building 17; **EC May 15** – maintenance plan for sump pumps; **EC July 15** – tail gating leading to burglary; **EC 31 July 15** – apprehension of suspects; **EC Aug 15** – feedback from AFP on burglary investigations; fitting of additional lock hardware; investigation of installation of parabolic mirror for traffic safety; quotes for installation of parabolic mirror; **EC Oct. 15** – installation of toilet; **EC Jun 16** - expected completion of work to solve leak problems; **AGM Oct 16, EC Nov 16** - cleaning of basement;

Bicycles – EC Dec. 11, Feb. 12, Apr. 12 – accommodation in basement; **EC Aug. 12, Sep 12** – bicycles in lifts; provision of stands for visiting cyclists; **EC Jan 15, Mar 15, May 15** – damage caused by keeping bicycle in corridor – recovery of cost of repair from owner 10/19; **EC June 15** – amicable resolution of dispute;

Bird problems – EC Mar. 10, Apr. 10; Jul. 10 – physical v. chemical treatment; **EC Feb. 12** – efficacy of treatment; **EC May 13, Jun. 13, Jul. 13 –** review of contract; **EC May 14** – bird droppings beneath window sills; **EC Dec 14** – limitation of options; **EC Jan 15** – consideration of spikes in problem areas;

Bollards - EC Mar. 14 – installation of two removable bollards to restrict vehicle use of areas between buildings 17 and 19 and between buildings 21 and 23;

Box gutters – EC Nov. 12 – cleaning schedule; **EC Dec. 12** – commissioning of independent report;

Budget – inaugural AGM - contributions in accordance with unit entitlement; expenditure; **EC Sep. 11** – balancing income with expenditure; **EC Dec. 11** – tracking expenditure against projected budget; **EC June 14, July 14** –unbudgeted expenses; draft 14/15 administrative fund budget; **EC Aug. 14** – revisions to draft; **AGM Oct 14** –allocation for legal expenses; **EC Dec. 14** – recovery of overdue levies; overdue tax returns; **EC Aug 15** – budget allocations;

Building defects – second AGM; EC Feb. 09 – remedial action; **EC Mar. 09**; **Dec. 09** – consolidated list; **EC Feb. 10; -** follow up; **EC May 10** – basement doors; intercom and swipe cards; **EC June 10** – miscellaneous; **EC Aug. 10** – liability issues; **EC Jan. 11** – consolidation of list; **EC Mar. 11** – representations to Becton; **EC Apr. 11, May 11, Jun. 11, Jul. 11** – insulation, pebbles, cats' eyes lighting; soffits; **EC Aug. 11, Sep 11, Nov. 11, Dec. 11, Feb. 12, Mar. 12, Apr. 12, May 12, Jun. 12**– cats' eyes, pebbles, soffits; **EC Jul. 12** – walkway parapet walls; bollards; **EC Aug. 12** – letter to Becton; **EC Sep. 12, Oct. 12** – recognition by Becton of problems with cats' eyes, bollards, soffits, walkway parapet between buildings 17 and 19 and slab water leaks between buildings 19 and 21; **EC Nov. 12** – lack of priority; recognition of defects with soffits, cats' eyes and bollards, walkway parapet walls and ground slab #17/19, slab water leaks between buildings 19 and 21; roof leaks in Buildings 17 and 23; **EC Dec. 12** – leak in fire stairs of Bldg 17; provision of plans and drawings; **EC Feb. 13 –** engagement of 'forensic building engineer' as consultant to work with previously engaged structural engineer; further request for all architectural and structural plans; **EC Mar. 13 –** Becton accepts need to rectify all defects; further request for plans; Becton holding company's receivership; **EC Apr. 13 –** Becton's further response on rectification issues; partial supply of plans; receivership issues; ***see also*** **Insurance (builder's)**

Building modifications – third AGM – rejection of proposal for glass partition and door on second floor of Block 23

Building plans – EC Feb. 09 – request for provision; **EC Mar. 09** access to plans through ACTPLA and Becton; **EC Apr. 09; Jun. 09**

Business – EC Mar. 11 – refusal of application to lease premises for business purposes;

Cable TV – EC Jun. 12 – unit owners' responsibility for reception issues;

Cages - EC Mar 15 – option of installation of power and lighting connected through AC units;

Car parking issues - EC Nov. 13, Dec. 13 – enforcement of rules re use of visitor parking spaces and parking outside bays;

Car washing bay – EC Sep. 10 – oily water separator; **EC Apr. 11** – use of; **EC Mar. 12** – drainage; **EC Apr. 12, May 12, Jun. 12** – effect on adjacent cage; **EC Jul. 12, Aug. 12** – retractable hose; **EC Feb 17** - flood from tap left on;

Carpets – second AGM – cleaning of carpets in corridors; **EC Nov. 11** – cleaner's performance; **EC Dec. 11 –** shampooing as required; **EC Feb. 14, Mar.14** – cleaning; **EC May 14** – carpet damage; **EC Apr 16** – renewal of award of carpet cleaning contract to Morgans Group; **EC May, 2016 -** completion of cleaning, appearance of marks;

Cigarette butts – EC Aug 15 – complaint re 116/21; **EC Oct. 15** – departure of tenant;

Cleaning (see also 'windows') – EC Oct. 09 – contractual obligations; **EC Mar. 12, Apr. 12 –** foyer floor tiles; **EC Jul. 12** – increased fees and contractual obligations; **EC Aug. 12** – range of services; marks on corridor walls; **EC Nov. 12, Dec. 12 –** cleaning of carpark stairs; **EC Feb. 13 –** internal lobby walls; **EC Apr. 13 –** windows of ground floor apartments; **EC Sep. 13 –** new contract fees; **EC Oct 14** – cleaning of ground floor tiles; **EC Feb 18 -** window cleaning contract may need amendment to take account of bird droppings;

Closed circuit TV – EC Mar. 09; EC Apr. 09; third AGM – indicative cost; **EC Apr. 11** – consideration of quote; **EC May 11** – demonstration; consideration of quote; **EC Jun. 11** – method of funding; **EC Jul. 11** – voting at EGM; **Extraordinary GM July, 2011** – approval of system; **EC Sep. 11** – delayed installation; funding; **EC Nov. 11 -** operation of system; **EC Dec. 11** – alert monitoring; **EC Feb, 12** – operation of system; alert monitoring; **EC Mar. 12** – false alarms of camera tampering; **EC Apr. 12 –** consideration of external monitoring; **EC Aug. 12** – damage to camera; **EC Nov. 13 –** utility in resolving car parking issues; **EC July 14, Aug. 14; Nov. 14, Dec. 14**– alarm system for failures; **EC Mar 15** – arrangement for briefing by Area Protection Systems; **May 15** – failure of consultant to attend meeting as requested; **EC June 15** – discussion with Bens Wholesale Monitoring Services on possible security and CCTV upgrade; **EC July 15** – identification of burglars; **EC 31 July 15** – installation of UPS batteries; failure alert system; **EC Oct. 15, Oct 17, Nov 17**– upgrade of system;

Common property - EC May 14 – use of NSW government guidelines on the boundaries between common property and the property of unit holders; **EC June 14** – possible guidelines; inappropriate use of 'No Parking' space; **EC July 14** – use of NSW guidelines; **EC Aug. 14** – use of NSW guidelines to determine what is common property, issues of liability arising from damage originating in defects in areas that are of uncertain status; **EC Sep. 14;** – use of NSW guidelines; **EC 31 July 15** – whether ActewAGL offer regarding LED lights applies to corridors; **EC Oct. 15** – unimproved land value;

Communications Room – EC May 15 – installation of Uninterruptible Power Supply device;

Concrete cracking – EC Nov. 09, - lack of expansion joints; **EC Aug. 12** – extent of problem; **EC Sep. 12** – proposal for engagement of consultant; access to papers thought to be held by ACTPLA; **EC Oct. 12 -** access to papers held by Becton;

Costs recovery – EC Dec. 13 – legal advice to be sought;

Disposal of unwanted items - EC Feb. 13, Mar. 13 –large household items left in common areas and unused cages; **EC Nov. 13 –** monitoring and reporting of incidents;

Doors – EC Nov. 11 – Building 21 self-locking mechanism; **sixth AGM** - door problems; **EC Dec. 11, Feb. 12** – Bldg. 21 slamming; **EC Apr. 12, May 12** – glass door closing mechanisms; **EC Nov. 12, Dec. 12–** assessment of door Bldg. 21; quotes; notice on door of Building 21; **EC Feb. 13 –** replacement of door handle; seeking advice on further repairs; **EC Mar. 13, Apr. 13 –** replacement of door of Building 21; **EC Apr. 13, May 13 –** repair of damage to door of Building 17; **EC Jun. 13, Jul. 13, Aug. 13 –** replacement of door in Building 21; **EC Aug. 13 –** holding open during apartment inspections; **EC Nov. 13 –** sign to minimize noise of closing of door in building 21; **EC Dec. 13** – design and installation of signs on all four main doors; **EC 31 July 15** – adjustment of alarm system for #21; **EC Oct 16** - wear of common property door locks; **EC May 18** - adjustments to prevent slamming; **EC Aug 18** - repairs to doors;

Drawings – EC Sep. 10 – purchase from ACTPLA; **EC Aug. 14** – electronic documents and storage of paper copies; **EC Dec 14, Jan 15** – indexing and storage; **EC June 15** – storage; **EC 31 July 15** – indexing and mounting; **EC Oct. 15** – completion of indexing and storage;

Driveway - EC Mar. 09 – 'near miss' incidents; **EC Jul. 09** – manual exit button; **EC Aug. 09** – power failures and door

Eaves – EC Mar. 11 – repair;

Electricity supply – second AGM – EC to investigate alternative suppliers; **EC Apr. 09**; **Oct. 09; EC Feb.10; Mar. 10** – various issues **- sixth AGM** – renewal for three years; **EC Feb. 12** – ACTEW meter readings; **EC Jun. 12, Jul. 12, Aug. 12, Sep 12** – renewal of contract; **EC Apr. 14** – security notices in electricity meter cabinets; **EC May 14** – increase in electricity costs; **EC Feb 17** - repairs arising out of power failures; **EC May 18** - agreement with Acted on revised invoices; data collection discussed;

Emergency services – EC Mar. 12, Apr. 12 – access arrangements to buildings and units;

Executive Committee - second AGM – size and composition**; EC JuL. 13, Aug. 13, Sep. 13 –** reorganization; **EC Nov. 13 –** procedures; Christmas party;

Exhaust Trunking Caps - EC Oct 16 - installation of cap over 21 by Remedial Services and receipt of quote for other buildings;

Fencing – EC Jun. 09; EC Jul. 09 – quote for painting; **EC Mar. 11, Apr. 11, May 11** – overgrown vegetation; **EC Jul. 11, Aug. 11, Sep 11, Nov. 11** – damage from bamboo; neighbour's complaint about failure to plant trees; **EC Dec. 11, Feb. 12** – sharing of costs; **EC Mar. 12** – quotes for repair; **EC Apr. 12** – non-compliance with regulations restricting access to pools; **EC Jun. 12** – responsibility for safeguards; **EC Jul. 12** – estimate of one day required for repair; **EC Aug. 12** – acceptance of quote;

proposal by neighbour to share cost of burial of power lines; **EC Sep. 12** – completion of fencing repair; **EC Dec 14** – screening plants following development of property at rear:

File smart management – EC Nov. 13, Dec. 13 –accessing documents; **EC Feb. 14** – access to documents;

Fire services maintenance – EC Dec. 09, Sep. 11, Dec. 11 – miscellaneous; **Mar. 12** – audit of sprinklers; **EC Apr. 12** – spare equipment; **EC Aug. 12, Sep. 12** – excessive costs; **EC Feb. 13 –** five year pressure test and recharge of fire extinguishers; **EC Sep. 13 –** discussion of issue of an emergency management plan; **EC Sep. 13 –** increase in charges; **EC Nov. 13 –** response to NFS defect reports; emergency alarms audibility; **EC Feb. 14** – reconciliation with electrical repairs; **EC Aug. 14** – replacement of fire door seals in basement; **EC Dec. 14** – inspection and testing; **EC July 15** – NFS report – failure rate of Spitfires and Oyster lights; **EC Feb, Mar 17** - change of contractors; **EC Mar 18** - cracked pipe replaced;

Floor replacement - EC Mar 15 – Application of Rule 6.3 to floor replacement affecting acoustic standards;

Floor tiles – EC Apr. 09, Dec. 11, Feb. 12 – cleaning of tiles in foyers; **EC Nov. 14** – indicative costings of replacement of tiles in foyers;

Foxtel - EC Aug 15 – repair of common reception equipment;

Garage door – EC Nov. 09 – manual release; **EC Jul. 11** – repair protocol; **EC Jun. 12**– broken spring; **EC Jul. 12** – broken spring; manual release; **EC Aug. 12** – broken spring and options for remedial action; **EC Sep. 12** – acquisition of spare springs; manual release; **EC Oct. 12** – 24/7 call-out service if power outage occurs; **EC Dec. 12** – purchase of spare set of springs; **EC Apr. 13, May 13, Jul, 13 –** maintenance frequency; **EC Jan 15** – repair of door and ordering of spare springs; **EC Apr 18** - emergency repairs to garage door mechanism; **EC May 18** - contract for refurbishment of door;

Garbage – second AGM – cleaning routine; **EC Mar. 09** – notices; **EC May 10, Sep. 10** – abuse of system; **EC Aug. 11** – cleaning of bins; **EC Nov. 11** – garbage room door; **EC Dec. 11** – bin cleaning and maintenance; **EC Feb. 12** – observance of protocols; repair of bin wheels; **EC Mar. 12** – repair of tractor; **EC Apr. 12** – tractor maintenance; **EC Feb. 14** – misuse of recycling bin; recouping costs from tenants moving out; **EC Apr. 14** –misuse of bins; **EC May 14** – garbage collection costs; **EC July, Aug 14** – posting of notices regarding misuse; **EC Aug. 14** – repair of door in #19; **EC Sep. 14** – notices to offenders; **EC Oct 14, EC Feb 16** – persistence of problems; **EC Apr 16** – repair of bins; **EC May, 2016** - problems with hinge brackets of steel blue bins; **EC Jun 16, Jul 16** - replacement of steel bins considered but found to be impractical; **EC Aug 16** - repairs of bins; **EC Mar 17** - failure of lock to 23 garbage room;

Gas meters - EC Aug. 14 – Actew investigation of meter reading problems;

Gates - EC Aug 16 - repairs carried out;

Gutters – EC Oct 14 – leaf protection;

Honoraria – EC Mar. 11 – Chair and Treasurer; **AGM 2013** – Committee members

Hot water system – EC Aug. 11, Sep. 11, Nov. 11 – failures (elbow joints) and resultant flooding in basement; **EC Mar. 12** – furnace room ventilators; **EC Sep. 12, Oct. 12 -** gasket failure and resulting flooding; **EC Nov. 13, Dec. 13 –** leak in HWS cabinet – inclusion in insurance claim; advice from consultant; **EC Feb. 14** – engagement of consultants on work required on pipes; **EC Apr. 14** – inspection by hydraulics consultant; **EC May 14** – electronic copy of technical drawings; **EC June 14** – hydraulics consultant's report; **EC July 14** – installation of new circulating pumps for buildings 21 and 23; suspension of hot water supply; **EC Aug. 14** – completion of repairs; **EC Sep. 14;** – final adjustments to circulating pumps; **EC Oct 14** – servicing and replacement of unit mixing valves; **EC Jan 15, Mar 15** – investigation of problems reported in building 21; **EC Oct. 15** – fluctuating water temperatures;

Hydrant – EC July 14 – repair to major leak in water line and insurance claim; **EC Aug. 14** – payment of costs by CHU insurance;

Insurance (of complex) – inaugural AGM – CHU to cover buildings for $33,300,000; **EC Jun. 09** – claims; **Third AGM** – extent of cover; **fourth AGM** – increase of cover; **EC Jun. 11** – duties of EC; **EC Jul. 11** – policy cover; **EC Nov. 11** – coverage of policy; glass door; **EC Feb. 12** – revaluation, policy cover; payment of claim; **EC Apr. 12, Jun. 12** – revaluation; CHU policy coverage options; **EC Jul. 12** – register of lot owners' fixtures and modifications; revaluation; **EC Aug. 12** – estimated replacement cost; quotes for premiums and coverage; **EC Sep. 12** – approval of quote; **sixth AGM** – renewal; **EC Aug. 13 –** renewal; **EC Apr. 14** – adequacy of cover; **EC 31 July 15** – renewal; **AGM Oct 16** - revaluation; **EC Sep 17** - acceptance of CHU insurance quote;

Insurance (builder's) – EC Aug. 13 – EC May 13 – Becton receivership effect on remediation; meeting with solicitor; option for claim on builder's insurer; supply and storage of plans; engagement of consultant; **EC Jun. 13 –** discussions between solicitor and CGU (builder's insurer); advising unit owners of opportunity to submit claims; further requests for documents and plans; receivership issues; engagement of consultant to advise on inclusion of 'cats eyes' issues in claim; **EC Jul. 13, Aug. 13 –** meeting with Quantity Surveyor on plans of complex; recovery of plans and documents; defect lists from 13 owners; compilation of insurance claim; receivership issues; consultant's meetings with unit owners; report on cats' eyes; lodgment of insurance claim; **EC Sep. 13 –** supply of drawings, plans and certifications; CGU's procedures; identification of new defect in crack in form of concrete beam; **EC Nov. 13 –** further request for drawings and plans; coordination of individual claims; **EC Feb. 14** – relevance of recent judicial decision; report on current situation regarding claim on builders' insurance; coverage of legal and consultancy expenses; **EC Mar. 14** – visit of builders insurer assessor to inspect defects; **EC Apr. 14** – progress in assessment; **EC May 14** – CGU response due; **EC June 14** – CGU response discussed; **EC July 14** – delays in legal advice; damage to particular units; further CGU response; **EC Aug. 14** – frustration with slow progress of resolution of claims,

preparation of brief to barrister; **EC Sep. 14;** – round table with unit owners whose claims have been denied; **EC Oct 14** – agency agreement; legal discussions with CGU; possible Extraordinary General Meeting; **AGM Oct 14** – denied claims; expected duration of remedial work in 2015; **EC Nov. 14** – delay in resolving legal issues; **EC Dec 14** – arguments put to CGU following High Court case; cost of pursuing this claim; **EC Jan 15** – acceptance by CGU of claim; clarification of details; management of contract with new builder; **EC May 15** – update on payouts and tendering process; **EC June 15** – consideration of quote from Remedial Building Services; preparatory work for an Extraordinary General Meeting; payment of compensation to individual unit owners; **EC July 15** – selection of Point Project Management to supervise Remedial; **EC 31 July 15** – meetings with Remedial, Point Project Management and Meyer Vandenberg lawyers to develop contract; **EC Aug 15** – process for finalizing and signing contract; **EC Oct. 15** – finalisation of contract; start of work; **AGM Oct 15** - approval to amend Sinking Fund Plan to authorise expenditure up to $40,000 to Point Project Management on contract supervision of work to be carried out by Remedial Building Services; **EC Nov 15** - Remedial contract commencement; **EC Dec 15** - acceptance of contract with Point Project Management of $47,232 for contract supervision in anticipation of approval of excess at Extraordinary General Meeting; **EC May, 2016** - progress, inspections, planter boxes, painting, rendering, ramps, ground lighting, garage, lawns;

Intercom – EC Aug. 11, Sep. 11, Nov. 11 – repairs; recurring dislodgement of power lead by cleaners; **EC Oct. 15** – provision of separate power point; **EC Jun 16** - replacement of lens on camera at garage door;

Internet access - EC Mar. 14 – Transact upgrade;

IT system – EC Nov. 11 – familiarisation of committee members;

Keys – EC Feb. 09 – key safe; **EC Apr. 09; EC Aug. 09; Oct. 09** - access; **EC Nov. 09; Dec. 09** – master keys, key board; **EC Mar. 10** – master keys; **EC Aug. 10** – key list; **EC Mar. 11** – key cabinet; audit; **EC Mar. 14** – master keys policies; **EC Apr. 14** – need for another security audit of keys; **EC Oct 14; Nov. 14** – option of storage of spare unit keys in sealed envelopes with Managing Agent for use in emergencies;

Landscaping – EC Apr. 09 – rear; **EC Dec. 09** – nature strip; **EC Feb. 10 –** plants; **EC Mar. 10** – pebbles, trees, grass; **EC Aug. 10** – pruning, watering and drainage of trees and plants; **EC Sep. 10** – drainage, top dressing, transplanting; **EC Oct. 10** – contractor services; **EC Nov. 10** – drainage, trees, planter boxes; **EC Jan. 11** – drainage, neighbouring bamboo; **EC Jan. 11** – tiles; **EC Jan. 11, Mar. 11, Apr. 11** – securing of tree;; **EC Jun. 11** – tiles; **EC Jul. 11** – horticultural services fee increase; **EC Aug. 11** – lawn damage; herb garden; **EC Sep. 11, Nov. 11** – landscaping upgrade; **EC Dec. 11** – tiles; nature strip; **EC Feb. 12, Mar. 12** – plant screening; planter box drainage; **EC May 12** – bollards; **EC Jul. 12** – replacement of trees; **EC Sep. 12** – major leak from irrigation main pipe to lawn of Building 21; **EC Nov. 12 –** herb garden; **EC Dec. 12** – replacement of tree behind Building 21; **EC Feb. 13 –** increase in gardening costs; **EC Jul. 13, Aug, 13, Sep. 13 –** rejuvenation of plants; **EC Sep. 13 –** installation of bollards; **EC Nov. 13 –** improvement of gardening services; rectification of defects in garden sumps; **EC Feb. 14** – installation of removable bollards on ramp entrances, irrigation maintenance; quote for

enhancement; nature strip watering; **EC Mar. 14** – planting and mulching program, irrigation/watering issues; **EC Apr. 14** – protection against insects; replacement of tree; planter boxes; drainage for terrace of 28/23; damage to lawn by removalists; **EC May 14** – damage to trees from scarab grubs; ground level planter boxes; irrigation problems and control boxes behind buildings 17 and 19; lawn damage; **EC June 14** – irrigation repairs, damage to trees from scarab grubs, weeds; **EC July 14** – planter box by #19 door; garden bed behind 28/21; repair of subsidence caused by leak in fire main; forthcoming insurance repairs; non-compliant tree in front terrace of 112/21; possibility of damage to waterproof membrane; use of photographs; **EC Aug. 14** – #19 planter box repairs and irrigation lines, weed control on nature strip; **EC Nov. 14** irrigation system; work on nature strip; removal of tree from planter box 112/21; consideration of proposed screen from development in Somers Crescent; **EC Dec 14** – lawn seeding, watering, damage by Actew sub-contractor; problems with courtyard of 28/23; **EC May 15** – possible irrigation of nature strip; jasmine in planter boxes; foliage in ground floor planter boxes; minor lawn damage; **EC July 15** – appearance of plants on front balconies; pruning of trees bordering entrances to 21 and 23; **EC 31 July 15** – pruning and impact of insurance work; **EC Nov 15** - revised plan; new garden tap; **EC Apr 16** – irrigation leaks; **EC May, 2016** - garden refurbishment; **EC Feb 17** - discussion of irrigation of nature strip; **EC Oct 17** - approval of new irrigation system and extension to nature strip; **EC Mar, Apr 18** - NCA approve sprinklers on nature strip and reject bollards; **EC May 18** - tree pruning;

Laundry – EC Apr. 09 – drying on balconies; **EC Sep. 13 –** clothes line approval 20/21

Leaks – EC Mar.10 – Bldg.23 unit, Bldg 17 water meter leaks; **EC May 10, June 10** – roof leaks; **EC Sep. 10** – terrace leak to 109/19; **EC Jun. 11, Jul. 11** – flooding of unit; MA's concerns; **EC Dec. 11, Feb. 12, Mar. 12, Apr. 12** – roof leaks; advice to unit owners; **EC Jun. 12** – leaking in unit's bathroom and wall joints; **EC Dec. 12** – units 103/17 and 203/17; pipework in 107/19 and 205/19; **EC Mar. 13 –** insurance claim for damage to 107/19 and 205/19 as a common area incident; internal leak in 110/19; flooding of courtyard 16/19; flooding of courtyard 14/19 due to blockage of leaves – occupier's responsibility; **EC Aug. 13 –** three instances of leaks in Building 19; **EC Sep. 13, Nov. 13 –** investigation of leaks in 15/19 and 109/19 – to be part of insurance claim; **EC Dec. 13** – basement; toilet in 205/19; **EC June 14** – laundry leak from unit damaging car in basement – need for prompt reporting of such leaks; **EC July, Aug. 14, Oct 14** – leak from laundry to garage causing damage to car; **EC Dec. 14, Mar 15, May 15 –** investigation of problems affecting courtyard of 28/23; **EC May 15** – wet carpet on first floor of building 19 from water flow meter; **EC July 15** – investigation of report from tenant of 24/21 about leak from 117/21; **EC July 15** – ceiling damp 12/19 due to fault in tempering valves; **EC Aug 15** – completion of work by SealMasters; **EC Aug 15** – completion of repair to leak into cage 50; **EC Oct 16** - leaks in three apartments; **EC Nov 16** - hot water leaks; **EC Dec 16** - leaks from balcony planter boxes; **EC Feb 17** - repairs to various leaks; **EC Dec 17** - replacement of caps on roof vent pipes on all four buildings to prevent leaks to level 2 apartments; **EC Mar, Apr, May, Jun 18** - repair of leaks in basement and apartments;

Lease of site – EC Apr. 11 – consideration of renewal of Crown lease;

Letterboxes – EC Apr. 11 – consideration of relocation; **EC Aug. 12** – maintenance of lock; **EC Nov. 12 –** junk mail; **EC Nov. 13 –** problems in locking system; **EC Nov. 14** – repair of signage; **EC Jun 16** - proposal for replacement of individual 'no junk mail' signs; **AGM Oct 16** - approval with qualifications of amendment to Rules;

Letter box for State Circle - EC Feb. 14 – issues;

Levies - second AGM – in accordance with valuation of units; **EC May 10** – overdue levies; **fourth AGM**; **EC Jun. 11, Jul. 11, Aug 11** – arrears; collection policy; **EC Sep. 11, Apr. 12, Jun. 12, Jul. 12**– arrears; **EC Aug. 12** – proposed rule; arrears interest rate; **EC Sep. 12** – inclusion of proposed rule in redraft; **EC May 14** – recovery of debts; **EC Dec 14** – recovery of overdue levies; **EC May 15** – inclusion of request for contact details and information on swipes, keys and garage remotes;

Lifts – EC Jul. 09 – floor covering; **EC Dec. 09** – maintenance; **EC Mar. 10** – procedure for calling out Schindler; **EC Nov. 10** –requirement for swipe card access to lifts; **EC Jan. 11, Apr. 11** – basement lift swipes; **EC Mar. 12** – call-out arrangements; **EC Aug. 13, Sep. 13, Nov. 13 –** damage to panels in building 19; **EC Feb. 14** – response from Schindler on maintenance issues and servicing; **EC Feb. 14, Mar. 14, May 14, EC June 14** – posting of notices; **EC May 14 -** door problem in building 19; **EC July 14** – notices on herb garden, air conditioning, availability of a ladder; **EC July 14** – repairs to doors of lift doors #17 and #19; testing of phones in lifts; **EC Aug. 14** – blocking of doors to #19 by debris; notices; **EC Oct 14** topics for notices; **EC Oct 14** – safety measures where loss of power occurs; **EC Dec 14** – notices on Christmas party, speed limits, 'National Retune Day' (TV) and news items on website; **EC Jan 15** – door closing problems in buildings 21 and 23; Telstra liability for damage caused by technician leaving kneepads in lift; **EC Mar 15** – claim for reimbursement of $797 for damage lodged with Telstra; **EC May 15** – lack of response to lift notice on comings and goings; **May 15** – Telstra and TPG incident - repair update; **EC June 15** – acceptance by Telstra of liability for repairs due to technician leaving kneepads in lift; **EC July 15** – repair of door in 17; **EC 31 July 15** – burn out of door motor from misuse; **EC Aug 15** – repair of power board in building 19 lift; **EC Apr 16** – emergency procedures; **EC Sep 16 -** lift contract considered;

Lighting – second AGM – remedial action; lighting bollards replacement; **EC Apr. 09** – rear lighting; **EC Jun. 09** – bollards; **EC Jul. 09** – wattage; **EC Mar. 10, Apr. 10** – cats' eyes; **EC Mar. 11** – corridors; **EC Apr. 11** – cats' eyes; corridors; **EC May 11, Jun. 11** – approval of replacement lamps for corridors; **EC Jul. 11 –** balconies' strip lighting; corridor lamp replacement program; emergency lighting maintenance; **EC Aug. 11, Nov. 11** – balconies' strip lighting; **EC Dec. 11** – spotlight installation approval; **EC Feb. 12** – exit lights; emergency lighting; **EC Apr. 12** – emergency lighting; **EC Aug. 13 –** report on lighting issues and rectification; **EC Nov. 13 –** review of external lighting; **EC Aug. 14** – repairs of lights, improvement of basement lighting for some cages; **EC Nov. 14 -** improvement of corridor lighting under #17 and 19; **EC June 15** – LED offer by ActewAGL; **EC Aug 15** – issue of replacement of corridor lights with LED lights; **EC Oct. 15** – Actew backlog in replacement of existing lights with LED lights; **EC Jun 16 -** completion of replacement of halogen lights in corridors with LEDs free of charge; **EC Oct 18 -** need to replace external basement lights;

Logo - EC Jul. 09 - use of;

Maintenance – EC Apr. 09; Nov. 09; Feb. 10 – maintenance plan; **EC Mar. 10** – gutters, windows, hot water system, garage exhaust fans, basement air conditioners; 10 year plan; **EC Apr. 10, May 10, June 10, Jul. 10, Aug. 10** – 10 year plan – engagement of contractor (see also 'sinking fund'); **EC Apr. 11** – tiles, separation tank; **EC Jun. 11, Jul. 11** – stairs and corridors; **EC Jul. 11** – cleaning of pavers; exhaust duct covers; **EC Aug. 11** – pressure regulator ventilators; 'spitfire' units; **EC Nov. 11** – tiles; **EC Jul. 12** – rusting of box drains ('Ned Kelly' boxes); **EC Aug. 12** – replacement bollards costs; **EC Sep. 12** – Becton response that rusting of box drains ('Ned Kelly' boxes) not possible as they aluminium (therefore a cleaning and maintenance issue for silicon joints); **EC Oct. 12** – box gutter cleaning; **EC Apr. 14** – expanded window cleaning service; roofing; hot water;

Managing Agent – third AGM – duties; **EC Apr. 10, May 10, June 10; -** problems; **EC Jan. 11, fifth AGM** – change of agent; **EC Mar. 11** – attendance at EC meetings, expectations of performance, transition arrangements; **EC Sep. 11** – fees and contract; **EC May 12** – attendance at meetings; reports; **EC Sep. 13, Nov. 13 –** electronic access to documents; **EC Feb. 14** – reporting issues; **EC June 14** – renewal of contract; **EC Sep. 14;** – provision for fees for procedures arising from insurance claim; **EC Jun 16** - change to City Strata;

Melbourne Ave. development (3 Melbourne Ave.) - EC Dec. 11 – outline of plan; plant screening;

Mobile phones – EC Feb. 12 – black spots; **EC Aug 15** – cost estimates for obtaining basement reception;

Moth infestation – EC Oct 14 – responsibility for reported problem in unit;

Moving in and out - EC Feb. 13, Mar. 13 – measures to ensure use of lift padding and lift keys;

Name - EC Mar. 09 – Capital Hill Apartments; **EC Apr. 09; EC Jul.09**

Nature strip - EC Nov. 13 – remedial action; **EC Dec. 13** – watering and re-seeding; **EC Oct 14** – liaison with landscape contractor;

NFS lighting - EC June 14 – repairs;

Noise – EC Oct 14 – resolution of complaints;

Offensive behaviour (see 'unacceptable behaviour')

Owners' Corporation Network ACT – EC Jun. 10, Jul. 10 – joining; **EC May 11, Jun. 11** – assessment of value; **EC Oct. 12** – appointment of delegate; **EC May 13** – report on short term rentals, succession planning and sinking fund plans; **EC Feb. 14** – participation; **EC May 14** – privacy issues, master keys; **EC June 14** – request for updated information posted with levy notices; **EC June 15** – request for information;

Owners' Corporate Register – EC Apr. 13, May 13, Jun. 13 – owners' duty to notify body corporate of identity of tenants; **Jul. 13, Aug. 13 –** approval of form to be sent out in September; approval of 'welcome letter' to new owners; **EC Sep. 13, Nov. 13 –** 20 responses; **EC Dec. 13** – MA to write to owners; approval of forms; maintenance and availability; **EC Feb. 14** – action to fill in gaps; **EC Mar. 14** – progress in compilation; **EC May 14** – need for contact details relating to cars; **EC July 14** – good response to requests for information sent out with levy notices;

Painting – EC Aug.12 – quality of paintwork in units; **EC Nov. 13 –** touch up of corridors and stairwells; **EC Mar 16** – repainting of corridors; **EC May, 2016** - completion of interior painting, appearance of marks;

Parking – EC Mar. 12 – general issues; **EC Feb. 14** – infringement follow up; **EC Mar. 14** – motor bikes; **EC June, Aug. 14** – notices for inappropriate use of visitor spaces; **EC Sep. 14, Oct 14** – posting of notices about use of visitor parking spaces; issue of notices to offenders; **EC Nov. 14, Dec. 14** – progress on resolution of issues; **EC May 15** – misuse of visitor spaces; **EC June 15** – agreement to use of visitor space until leak is fixed; **EC Jun 18** - loading zone on State Circle;

Parking State Circle - EC May 13, Jun. 13, Jul. 13, Nov. 13 – ensuring access for removalist vans and other service providers; **EC Mar. 14** – installation of 'no stopping' signs on Melbourne Ave. near corner; **EC Dec. 14 –** submission to NCA regarding press reports of possible changes; **EC Jan 15** – NCA response;

Pathways – second AGM; EC Feb. 09– pathway finishes; **EC Jul. 13, Aug. 13, Nov. 13 –** pavers in forecourts; replacement problems for store of spare pavers; **EC Sep. 14, Oct 14, Jan 15** – cleaning of eastern walkway; **EC Oct 17** - approval of replacement paving tiles; **EC Jun 18** - replacement paving tiles discussed;

Periodic maintenance schedule - EC Feb. 13, Mar. 13 – establishment; **EC Apr. 13 –** ensuring ongoing compliance; **EC May 13, Jun. 13, Jul. 13 –**completion and display in basement;

Pest control - EC Jan 15 – need for a contract wider than current contract for pest birds; **EC Mar 15** – awarding of contract to Rentokil; **EC May, 2016** - spiders; pest birds; **EC Jun 16** - weekly inspections for pest birds; **EC Aug 16** - renewal of contract; **EC Feb, Mar 18** - cancellation of contract with Australian Pest Birds; renewal of contract with Rentokil;

Pets – EC Apr. 09 – policy; **EC Jun. 11, Jul. 11** – investigation of complaint; approvals; **EC Feb. 12, Mar. 12, Apr. 12** – unauthorised alteration; **EC May 12, Jul. 12, Sep. 12, Oct. 12** – approvals; **EC Mar. 13 –** prospective owner; **EC Apr. 13 –** 14/19; **Jul. 13 –** 107/19; **EC Feb. 14** – approval for dog 7/17; **EC May 14** – lack of awareness of need for EC approval prior to obtaining pet; approval of cat 11/19; **EC Oct 14** – approval for dog in 31/23; **EC Nov. 14** – approval of dog 8/17; **EC Mar 15** – approval of pet 23/21; barking dog 8/17; **EC May 15** – approval of dog 21/21;

Police enquiry - EC Mar 15 – enquiry about police visit to premises;

Possums – EC June 15 – pruning of trees to protect fruit trees and vegetable garden; **EC July 15** – recurrence of problem;

Postal services - EC Nov. 13 – need for a post box;

Privacy protection – EC May, 12 – initial consideration; **EC Jun. 12** – adoption of privacy policy; **EC Nov 16 -** review of policy;

Project Manager – EC June 15 – need to engage for building insurer's repairs – budgetary implications;

Refrigerator ventilation – EC Dec, 12 – notification of owners of defects in ventilation of built-in refrigerators – unit 111/19; **EC May 15** – payouts;

Removals – EC Jun. 12 – damage liability; **EC Jul. 12** – repair of damage;

Residents moving in: EC May, 2016 - 'welcome' letters;

Risk management - EC Mar. 14 – Legal issues; **EC Apr. 14** – question of review; **EC May 14** – consideration of plan; **EC May 18 -** review of risk management plan;

Roofs – EC Feb. 13, Mar. 13 – Roof safety anchors: periodic certification; engagement of roofing specialist; report from Roofing Contractors; quarterly checks for leaf and debris build-up; installation of overflows; engagement of consultant; **EC Apr. 13 –** engagement of contractor to certify anchors; quotes for leaf guards and overflows in box gutters; submission of construction drawings to consultants; **EC May 13 -** engagement of contractor to certify anchors; deferral of consideration of quote for comprehensive remediation of roofing defects due to incorporation of work in insurance claim; **EC Jun. 13 –** comprehensive quote for remediation of defects and its consideration on the basis that it may be included in insurance claim; discussions with consultant on assessment of individual claims; **EC Jul. 13 –** work order for certification of roof anchors; **EC Jul. 13 –** second quote sought on remediation work; **EC Aug. 13, Sep. 13 –** completion of certification of anchors; joint inspection of roof with Delnas; cleaning of gutters; **EC Nov. 13 –** expectations of Delnas; access to balconies for maintenance of drainage; **EC Dec. 13** – acceptance of rain water heads quote; **EC Feb. 14, Mar. 14** – progress regarding warranted repairs; quote for sealing rain water heads; **EC Apr. 14** – remedial work by Delnas; **EC May 14** – repair of rain water heads on building 17; completion of remedial work by Delnas; **EC June 14** – work in progress on rain water heads; inspection and final approval of repairs by Delnas; **EC July 14; EC Aug. 14**– delays in repairing rain water heads; **EC Aug. 14** –recertification of roof anchors; **EC Sep. 14;** – commissioning of work on roof anchors; **EC Oct 14** – annual inspection of roof anchors; **EC Nov. 14, Dec. 14, Jan 15, May 15** – replacement of sub-contractor for work on rain water heads; **EC June 15** – completion of work on rain water heads on building 17; need for budgetary provision for future work on other buildings; **EC June 15** – repainting of ceiling in 201/17 damaged by leak; **EC July 15** –completion of work on rain water heads on building 17; **EC Feb 16** – deferral of consideration of quote for work on flashing ($9,800 + GST per building); **EC Apr 16** – acceptance of revised quote of $14,315 including GST for resealing of 35 rain head boxes; **EC Aug 16** - deferral of re-certification of roof anchors; **EC Mar 17 -** roof anchor re-certification; **EC Jun 17 -**

removal of roof anchor points; **EC Mar, Apr 18 -** fascia defects inspected; **EC May 18 -** roof anchors re-certification; **EC May, Jul, Aug 18 -** interim repairs carried out; quote for more extensive work received;

Rules – inaugural AGM – Articles adopted to replace default Articles; **EC Mar. 09** – display and enforcement of rules; **third AGM –** dispute resolution; **EC Jul. 10, Aug. 10** – review; **EC Sep. 10** – deletion of reference to fire notice; **EC Mar. 11, Apr. 11** breach of rules by public display of item (punching bag) and damage to ceiling; **EC Dec. 11, Feb. 12, Mar. 12** – recovery of levies; fires; **EC Aug. 12** – need for new rules; **EC Sep. 12** – draft new Rules; **sixth AGM** – approval of new Rules; **EC Nov. 13 –** administrative action to give effect to rule change (22.2 – recovery action); **EC Feb. 14** – registration of amendment; new rule to deal with interference to air conditioning settings and plant and equipment; **EC June 14** – need for review; **EC July 14** – comments sought on perceived need to broaden Rule 10 (moving in and out); **EC Aug. 14** – amendments to draw attention to provisions of Act on liability for damage caused by unit owners and to clarify visitor parking restrictions; **EC Nov. 14** – consideration of proposed new rules relating to management of damage to common property, responsibility for rear planter boxes and time limits for insurance claims; **EC July 15** – possible EGM to make new rule regarding cost for delays in providing access to Remedial; **EC 31 July 15** – EGM to consider amendments to clarify liability where damage to common property; **EGM 26 Aug.** – Amendment of Rules 10 (liability of owners for damage to common property) and 13 (liability of owners for contractual losses where access is not provided as agreed); **AGM Oct 15 -** approval of the taking of action in the ACT Civil and Administrative Tribunal to enforce the Rules where the action can be taken without professional legal representation and the Executive Committee is satisfied that:
(a) it should be undertaken; and
(b) there is a good prospect that the Rules can be enforced at no cost to the Owners Corporation.
EC Oct 17 - consideration of legal action to enforce rules on behaviour; **EC Mar, Apr 18 -** response to Australia Day incident;

Satellite dishes – EC Oct. 09

Security – EC Feb. 09; second AGM – access from basement; basement access doors; **EC Sep. 10** – ease of access to building; **EC Oct. 10** – incidents in basements; **EC Nov. 10** – cameras; **EC Apr. 11** – break in to cage and theft of bicycles; **EC Sep. 12** – break in to cage and theft of bicycles and golf clubs; detection by CCTV; upgrade of emergency exit door (Melbourne Ave.); approval of deadlock for unit; **EC Oct. 12 -** upgrade of emergency exit door (Melbourne Ave.); **EC Feb. 14** – limits on number of keys etc.; **EC Mar. 14** – intruder incident; **EC June 15** – discussion with Bens Wholesale Monitoring Services on possible security and CCTV upgrade; **EC 31 July 15** – deactivation of devices not covered in audit; improvement to lock of door on Melbourne Ave.; **EC Aug 15** – completion of audit; **EC May, 2016 -** revised guidelines for MA; **EC Jul 18 -** attempted break-in; consideration of improvements to locks and CCTV; **EC Sep, Oct 18 -** further attempted break-in; repairs to locks and doors; consideration of CCTV upgrade;

Serviced apartments prohibition – EC Dec. 13 – zoning restrictions (see also Apartment Manual); letter to owner of particular apartment; **EC Feb. 14** – response to inquiries concerning occupancy of unit;

Service providers – EC Nov. 12 – update; **EC Aug. 14** – review of schedules;

Signage - EC Feb. 09; Jun. 09 – advertising a unit; **EC Oct. 09** – address; **EC Jan. 11** – footpath and nature strip; **EC Apr. 13, May 13 –** vandalized street signage boards; **EC Jan 15** – repair of signs; continuing problem of poor adhesion of letters and numbers; **EC May 15** – restrictions on real estate signage; **EC Nov 16 -** approval of 'give way to pedestrians' sign;

Sinking fund - EC 2/11/09 – 10 year plan; **third AGM; EC Aug. 10 –** meeting with maintenance plan contractors; **EC Sep. 10** – levy program; **EC Oct. 10** – schedule and fees; **EC Feb. 14** – review of plan; **EC Mar. 14** – Treasurer's monthly report; **EC Apr. 14** – commencement of review; **EC May 14** – progress of review; **EC June 14** – effect of insurance settlement, timing; **EC July 14** – delays in review; relation to administrative fund; **EC Aug. 14** – complaint to principal of company over delay; **EC Sep. 14;** – revised plan amendment; **AGM Oct 14** – implementation of sinking fund plan; **EC May, 2016 -** review of where matters stand; **EC Jun 16 -** report on meeting with consultant; **EC Jul 16, Aug, Sep 16 -** proposals for revision; **AGM 16 -** major expenditure noted; revised Sinking Fund Plan approved; $51,955 transferred from Administrative Fund; **EC Nov 16 -** review of expenditure proposals; **EGM May 17 -** approval of funding for installation of solar system; **AGM Oct 17 -** approval of changed funding arrangements for solar system;

Skirting boards - EC Aug. 14 – emergence of problems in some apartments arising from water penetration; **EC Sep. 14, Oct 14** – inspection of ground floor apartments; **EC Nov. 14, Dec. 14, Jan 15, Mar 15** – trial remediation of leaks causing damage to skirting boards; good results for work undertaken by Sealmasters on common property; **EC May 15** – access to affected ground floor apartments; **EC June 15** – repair and painting in 3/17, 6/17, 7/17 and 31/23 and 4/17; **EC Oct. 15** – completion of sealing of skirting boards and membranes; **EC Mar 16** – identification of problems with skirting boards that will need to be addressed in the future; **EC Apr 16** – identification of these problems as requiring amendment to Sinking Fund Plan; **EC May, 2016 -** new product noted; EC Jul 16 - repairs to skirting boards in 4/17, 6/17 and 122/23;

Skylight – **EC Feb. 12, Mar. 12** – consideration of feasibility;

Smoke detectors - EC Oct 14 – replacement of batteries;

Smoking - EC Sep 16 - identification of breach of non-smoking rule and subsequent action;

Social – EC Dec. 09, Mar. 10, Nov. 10; Dec. 11, Dec. 12, Nov. 13 garden party; **EC Nov. 13, Dec. 13** – EC party, CHA Christmas party; **EC Feb. 14** – evaluation; **EC Nov. 14** – Christmas party; **EC Jan 15** – success of function;

Solar power - EC Jun. 11, Jul. 12 – initial consideration; **EC Aug. 14** – investigation of options; **EC Dec 14** – refinement of options; **EC Jan 15** – meeting with ActewAGL; **EC May 15** – update and cost estimate ($50,000); **EC June 15** – suitability of roof for installation; **EC Aug 16** - revised proposal from Solar Hub received; **EGM May 17** - approval of installation; **EC Mar, Apr, May, Jul 18** - addition of central processing units; consideration of feed in tariffs and SCADA system; **EC Oct 18** - progress with selection of telecom line;

Speed signs - EC Feb. 09; Apr. 09, Mar. 14

State Circle – EC Dec. 11 – trees in median strip; **EC Jul. 12 -** trees in median strip; lighting; **EC Aug. 12, Sep. 12** – street lighting;

Storm water drainage - EC Mar. 09 – installation defects; **EC** - blockage of courtyard drain;

Sump pumps - EC June 15 – keeping of log of alarms etc. for purposes of monitoring contract with QMax Pumps; **EC May 17, Mar 18, Jun 18** - repairs;

Swipes and remotes – EC Jun. 11, Jul. 11, Aug. 11 – audit and deactivation of some; distribution; **EC Feb. 12** – ACTEW access; **EC Dec. 13** – audit of 8 swipes and 7 remotes held by owner of 14/19; **EC Apr. 14** – need for another security audit; **EC July 14** – purchase of additional swipes and remotes; review of prices; **EC June 15** – audit; **EC July 15** – need for tighter control illustrated by burglary;

Telephone directories - EC May 15 – removal of excess directories;

Telephone lines – EC Sep. 11 – neighbour's request to share cost of burying phone lines; **EC July 14** – connection causing interference with another line; tasking of Telstra to affix tags to lines; **EC Oct 14; Nov. 14** – interruption to service; **EC Apr 16** – initial consideration of adoption of Next Telecom ('Highrise Telecom') offer; **EC May, 2016** - possible change of service provider; **EC Jun 16** - approval of Next Telecom proposal;

Television Canberra Retune Day – EC Dec. 14 – remediation of reception problems affecting the ABC and SBS;

Television reception – EC June 15 – additional set to be connected by cabling (22/21);

Terrace drains blockage - EC Dec 15 - responsibility for clearance and repair of damage to carpet;

Terrace glass doors - EC Jan 15 – cracking of doors in 204/19 and 7/17 (common property); **EC Mar 15** – ACT Glass engaged to replace cracked glass doors; **EC June 15** – repairs in 204/19 and 7/17;

Terrace lights – EC June 15 – approval of installation 12/19;

Terrace tiles - EC Nov 15 - storage and use of spare tiles;

Term deposit – EC Oct. 12 – establishment;

Teys Lawyers – EC Oct. 12 – appointment of recipient of newsletter; **EC Dec. 12** – assessment for possible engagement in connection with Becton issues; compilation of information from minutes; suggested register of building works on units;

Tiles – EC Mar. 14 – vertical wall tile trim; **EC Apr 16** – repairs to courtyard tiles foreshadowed to follow Remedial work;

Tractor maintenance – EC Sep. 14; – transmission;

Trees - EC Mar. 09 – rear of Bldg. 17 (tree securing mechanism); **EC Mar. 11, Apr. 11** – removal of trees; **EC May 11** – pruning; **EC Aug. 12** – replacement of trees; **EC Oct. 12** – pruning; **EC Sep. 14;** – pruning, sinking fund provision, removal of planter box tree 112/21; **EC Oct 14** – removal of planter box tree 112/21;

Unacceptable behaviour – **EC Nov. 14** – resolution of issue of unruly behaviour; **EC Dec 14, Jan 15** – invoicing of owner for repair work arising from unruly behaviour; investigation of leaks under building 17; **EC Mar 15** – further invoicing of owner; **EC 17 Mar. 2015 (special meeting)** – issue of Rule Infringement Notice, publication of notice on website and institution of action in ACAT; **EC May 15** – ACAT Directions Hearing; **EC June 15** – report on Directions Hearing; littering of cigarette butts (30/23); **EC July 15** – amendment of action in ACAT to take account of death of Mr Hammond; **EC 31 July 15** – service of documents and ACAT hearing set for 14 August; **EC Aug 15** – issue by ACAT of orders sought by EC in respect of 30/23; incident at 110/19;

Vehicle entry – EC Jul. 09, Mar. 14 – traffic issues;

Wall marks - EC Feb. 13 – stair wells and corridors; **EC Mar. 14** – stains on external walls; marks on internal walls in common areas;

Walkways – EC Apr. 12 – repair to parapet walls; **EC July, Aug. 14** – cleaning of walkway near #17;

Watering issues – second AGM – rectification of systemic problems; **EC Mar. 09** – nature strip, gardens, lawns, planter boxes; **EC May 14** – increase in water costs;

Website – EC Mar. 11, Apr. 11, May 11 – establishment; **EC Jul. 11 –** updating; **EC Sep. 11, Dec. 11, Feb. 12, Mar. 12** – usage; **EC Apr. 12** – accessibility; updating; **EC May, 12** – administration; **EC Jun. 12** – updating; **EC Jul. 12** – news items; **EC Oct. 12** – usage; notice of AGM; **EC May, 13, Jun. 13** – arrangements for hosting; **EC Dec. 13** – serviced apartments prohibition; **EC Feb. 14** – modifications; **EC June 14** – usage; **EC July 14** – posting of information on CGU insurance response; **EC Aug. 14** – increase in use; **EC Sep. 14;** – updating on insurance developments, Apartment Manual and Rules; **EC Nov. 14** – statistics on visits; mixing valves remediation; **EC Dec 14** – increased usage statistics; residents' endorsement of tradesmen; **EC Mar 15** – window cleaning, power/lighting in cages, care of Caesarstone bench tops; **EC May 15** – statistics; **EC July 15** – inclusion of

items on LED lights and circuit breakers; **EC 31 July 15** – postings on LED lights, circuit breakers and insurance update; **EC Aug 15** – postings on insurance work; **EC Oct. 15** – updating of Rules;

Welcome pack for new owners – EC Dec. 13 – review of information; **EC Feb. 14** – matters to be covered and incorporation of information into Corporate Register;

Windows (see also 'cleaning') – EC Jul.09 – cleaning; **EC May 10 –** contractor; **EC Jan. 11** – change of contractor; **EC Mar. 11** – cleaning, associated work (gutters, 'Ned Kelly' box drains, eaves, window sills); **EC Apr. 11** – acceptance of quote for cleaning windows and gutters; **EC May 11** – cleaning schedule; **EC Jun. 11** – withdrawal of quote; **EC Jul. 11** – acceptance of quote; **EC Apr. 12** dissatisfaction; **EC Feb. 14** – blinds and tinting; **EC Apr. 14** – expanded window cleaning service; **EC Sep. 14** – Spring window cleaning; **EC Oct 14** – bird droppings on buildings 17 and 19 causing damage to render; **EC Dec 15 -** application of Rules to tinting;

Workplace health and safety issues –EC Feb. 09 – smoking policy; **EC Mar. 12** – application of Act and purchase of kit from Teys Lawyers; **EC Apr. 12 -** smoking policy; consideration of Teys kit; **EC May 12** – provision of warning sign when garbage bins transported; **EC Jun. 12** – personal protection equipment for basement workers; WHS plan; **EC Jul. 12** – suppliers' compliance; **EC Aug. 12** – smoking infringement; **EC Aug. 12** – WHS plan; legal advice on non-application of Act; **EC Oct. 12, EC Nov. 12** – WHS plan; **EC June 15** – soffits falling in high wind; question of electrical danger from water leak; **EC Oct. 15** – overheating lights; circuit breaker testing; smoke detector batteries;