Capital Hill Apartments, UP3259

EXECUTIVE COMMITTEE MEETING # 160
MINUTES

Monday 15 June 2026 12.30pm-2.30pm

Attendance

Executive Members: Dermot Casey (DC) Chair 204/19, Sue Chambers (SC) 105/17, Geraldine McGregor (GMcG) 12/19, Andrew Douglas (AD) 207/21,Janet Hirst (JH) 101/17 Shayani Dasanayaka (SD) 8/17, Shaun Jeffrey (SJ) 24/21 (by link)
Bright & Duggan (B&D): Virginia Sinlao (VS)

Meeting opened at 12.30pm.

1. Minutes

Minutes of Executive Committee meeting #159, Monday 26 February 2026 were accepted with two amendments:

- SC noted twice in attendees
- Agenda 6 (c) 1. should read 39 owners have registered logins not 13

2. Matters arising from Minutes of 26 February 2026

a. Insurance renewal: Noted

b. **Reconstruction planter box**: Completion noted.

c. Painting: Completion noted with thanks to BMG members.

d. ECM archiving: Noted that the issue of EC maintaining its own records is important but that it needs to be a simple process only preserving documentation important to future committees. It is not intended to be a separate collection that might duplicate MA systems nor website. Work will continue to find best fit to achieve this.

3. Chair's Report

a. The chair reminded members that internal communications of the committee including email were not for distribution outside the committee without consent. Also the chair had asked the MA to ensure communications re owner feedback goes via the Chair and not directly to all members.

b. The Chair tabled a report providing the committee with an update of actions since last meeting. It noted the improvement to the complex that had been completed, including signage, lighting and progress re tiling and painting. The Chair reported that a further unit was experiencing water ingress to living area from a south facing balcony and would require remediation. **Noted**

c. The Chair tabled a summary report providing an update of the extent of water remediation work since 2022. It outlined that 3 of 8 second floor balconies had been remediated 5 of 8 first floor balconies and a number of ground floor courtyards. In addition extensive internal repairs of units that had historically been impacted by water ingress issues had been completed. The chair also reported that Advanced Structural Design (ASD) had provided advice on evidence of water leaking through two level 2 balconies (co-located) at the interface between balcony wall and the precast as a consequence of failure of membrane. The ASD report noted that whilst not of immediate structural concern this needed to be addressed in the medium term (3-4 years). One second floor balcony has been identified for full remediation which would incidentally address this issue as noted in the Chair's report. In summary the meeting noted that the majority of exposed balconies had now been fully remediated.

d. Noting the identification that one second floor balcony will require remediation now and that an adjoining balcony would likely need work in the longer term, The EC was asked to consider verbal quotes from Partnum Projects regarding remediation of both balconies based on savings of $122,000. The EC members (excluding the Chair, who declared a conflict) **decided out of session to progress plans to remediate both balconies.**

4. Treasurer's Report

a. The Treasurer tabled a statement of financial position and performance for the period ending 31 May 2026 be received. **Noted and accepted**.

b. Total owner's funds were $ 502,354.96 represented by:

AF - $78,477.04
SF - $ 505,861.29
SPF- $ (81,983.37)

The SF includes MBL investment of $119,760.31 at 5.15% interest rate which matures on 4 May 2027.

Total cash at bank of the OC as of 31 May 2026 was $352,564.82, the breakdown:

AF- $72,765.57
SF - $281,976.75

It should be noted that whilst the OC agreed to a budget of $300,000 for 2025-26, the total AF expenditure is distorted by a $100,000 transfer of AF funds to SF. Discounting this one off expenditure AF expenditure to end May spend is $265,693.01, a deficit against budget of ($59,352.85) and approximately 88% of a notional $300,000 budget allocation against 75% of the FY.
The EC **agreed** the need to discuss financial planning for stronger balances in coming years to address issues discussed in the Chair's report. Whilst this may involve small annual increases to SF levies to reflect inflationary pressures, there did not appear to be any need for special levies in the near future. The treasurer will prepare an expenditure forecast to reflect likely costs to address outstanding water ingress risks over the coming years.

c. EC considered a paper regarding B&D policy to charge OCs for printing. B&D have introduced costing for printing and despatch of materials (incl AGM) for owners who have requested hard copy/ not provided an email. The OC has been invoiced a total for a 4 month period the following charges:

29/4/26 printing $1,174.00 (incl GST)
29/4/26 postage $244.26 (incl GST)

EC requested that the MA contact all owners who have requested hard copy materials to request an email contact for despatch. The EC further **determined** that a motion will be provided for consideration at the 2026 AGM proposing that owners who request hard copy be advised that it will be at their own costs.

d. CHA- A paper detailing cleaning costs for the complex on a per annum basis was tabled. It showed that they are in excess of $60,000 per annum. This includes internal and external cleaning and garbage services. This represents 20% of the AF. **Agreed** that the BMG be asked to review and determine if any potential savings can be made particularly in frequency of services.

5. Secretary's Report

There were no matters to record.

6. Reports to EC

a) **Building Maintenance (BMS)**

Group membership : Noted that four EC members are part of this subcommittee and they have also engaged participation of interested residents .

Tiling replacement: GMcG provided EC with notional quotes for retiling of complex (stencilling-$127k & tiling of two entranceways $142k) EC members agreed that this level of expenditure could not be justified where a viable repair strategy would address any safety issues. Members reviewed a number of tile samples and selected one closely matched to existing tile for use in replacing cracked tiles. **This action was agreed**.

Building Maintenance Plan- Review report- **noted and accepted.**

Garden planning- EC considered a schema for replanting of boxes in the two walkways. It was **agreed** that the proposed schema be made available for owners views and that the first stage be to implement between #21 and 23. Further discussion on revitalising gardens over time referred to BMG for advice.

Wood chips to rear garden beds- to be considered in context of garden planning.

Other garden issues- agreed to purchase replace tree for planter box front of #21 after checking watering system. (AD)

b) Special Projects

SC provided a report to meeting outlining updates on CHA Website, OCN/Environmental Subcommittee and Light Rail to Woden project. The report was **Noted** and accepted.

1. CHA website: Currently there are 41 owners with login access to the CHA website. In early May there was a change to the Domain Host, with Technowand being now both the Domain Host and the Web Host. New

Administrator's reports have been introduced in an upgraded system. No additional cost was involved.
In May 2026, using the new overview report system there were 66 CHA sessions, 150 pageviews, and a total of 60 user accesses. Two new CHA owners were provided with owner login access.

2. OCN Environment Sustainability Committee:

Report on the ACT inquiry to the management of strata properties

Key relevant findings – See section on Executive Committees and Decision-making in Strata developments.
Recommendation 10, 11, 12 relate directly to management of Executive Committees, including mandatory training and limit to 5-year service years.
Recommendation 16 relates to further work on noise laws for strata residents.
Recommendations 17 and 18 relate to further work needed on short-term rentals.
Recommendation 20 relates to fees and use of car chargers
Recommendation 21 relates to sinking funds
Recommendation 33 relates to owner corporation records hub

Meeting with Federal Minister for Climate Change and Energy Policy staff

OCN officers met to discuss policy initiatives relevant to the strata sector (as per Newsletter item). The focus of the Federal Government is on the fuel crisis, but at least the issues for the strata sector have been noted.

3. Light Rail project:

Two points relevant to our buildings were:

1. The Environmental Sustainability Statement (EIS) has been finalised and will be sent for Government approval this year.
A key point for our complex is that the tram line will be located on the north side of the verge of the State Circle opposite the Capital Hill Apartments – see the image on the next page. This will mean that the traffic lanes and turning points will remain the same – as will the parking lane adjacent to the Capital Hill Apartments.
2. Median Strip I discussed possibilities for planting of the median strip in State Circle with the Head Planner.

7. Other Business

a) EC members building access- currently 4 x members have master key access and a set of keys is kept by D Campbell. If required additional EC members can have access on need basis.
b) Preparation for 2026 AGM- agreed to hold a further financial meeting in August to determine advice to AGM on budget and levies

8. Next Meeting:

TBA- when availability determined
Meeting closed 2.30 pm

Andy Douglas
Secretary

Dermot Casey,
Chair UP3259
18 June 2026