Capital Hill Apartments, UP3259

EXECUTIVE COMMITTEE MEETING # 159
MINUTES

Monday 23 February 2026 12.00pm-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,

Bright & Duggan (B&D): Virginia Sinlao (VS)

Apologies: Shaun Jeffrey,(SJ) 24/21

Meeting opened at 12.10pm.

1. Minutes

Minutes of Executive Committee meeting #158, Monday 18 November 2025 were accepted.

2. Matters arising from Minutes of 18 November 2025

a. Entrance Panel Repair-Building 19: Complete- Final verification by VS

b. **Archiving Materials**: The committee agreed on the need for a centralised digital archive of documents (e.g., meeting notes, reports). **Decision**: Purchase a dedicated laptop with external hard drive for archival purposes, to be managed by a designated "archivist." **Action**: Research options for appropriate laptop and identify a suitable person to act as an archivist (DC and GMcG to liaise).

c. Storage Cages: Agreed for need to residents of their responsibility for safe storage of assets in cages, including the need to mitigate any flood risk. **Action:** Provide reminder via lift Notice. (VS to draft, AD to print and place in the lifts).

d. AGM action items:
(1) Review of the building maintenance plan. report The Building Maintenance Subcommittee (BMS) will review the building maintenance plan, available in spreadsheet format, and coordinate with the Committee to identify and implement improvements, particularly regarding its structure and statutory compliance.
(2) Review of the sinking fund forecast report. Once the maintenance plan has been updated, the Committee will proceed to review the sinking fund forecast to ensure alignment with statutory requirements and consistency between the two documents.

e. Insurance renewal – EC members had met with the independent broker and a quote for insurance with Chubb obtained. GM noted ongoing negotiation with Broker but preference to stay with Chubb. DC agreed. Renewal due in March. EC agreed that Chair and GMcG to finalise policy

f. **Update on the planter box at the back of Building 17**- Planter box repairs (screening) complete. At present no signs of any water ingress into basement but will be monitored. A division tray is available to be installed in the basement if required.

3. Chair's Report

The Chair tabled a report providing the committee with an update of actions since last meeting. It noted that the current schedule of waterproofing work was in completion but that ongoing monitoring would be required of at risk areas. the report noted improvement works to the complex that had been completed or were on track, including signage, lighting and progress re tiling and painting. The report was Noted and accepted.

4. Treasurer's Report

The Treasurer tabled a report seeking agreement that the statement of financial position and performance for the period ending 31 January 2026 be received. **Noted and accepted**.

<u>Administrative/Sinking Fund expenditure and commitments</u>
The Treasurer's Report analysed the current financial position of UP3259 in respect to Administrative Fund (AF), Sinking Fund (SF) and Special Levy (SL):

Total funds of the OC were $ 486,946.77 represented by:

Administrative Fund (AF)	$103,459.44
Sinking Fund (SF)	$583,604.59
Special Purpose Fund (SPF)	-$200,117.26

Cash at bank was $255,576.73.

OC funds include two term deposit accounts (INV 1-$214,736.86; INV 2 $118,141.29) which notionally are attributed to Sinking Fund savings/expenditure. INV 1 matures on 13/3/26 and it was **agreed** to cease this investment account and return funds to bank. It is proposed to continue INV 2 @4.00% interest.

The SF is currently showing a balance of $ 583,604.59, but the SPF shows a deficit of $ 200,117.26. A balance of $383,487.33. These cash figures should be treated with caution as they do not always reflect invoices on hand and future planned commitments nor cash retentions payable. The current balance does not reflect levies yet to be receipted.

5. Secretary's Report

Nothing to report

6. Reports to EC

a) **Building Maintenance (BMS)**

Noted and accepted.
GMcG reported on a range of building maintenance projects underway and priorities for2025-26.

1. CHA Signage : the signage has been completed and is linked to automatic complex lighting.
2. Cracked Tiles replacement: EC approved "skin graft" method (Option 4) for tile replacement using tiles from less visible walkway to repair visible areas (~$14k). **Action**: Schedule work; monitor for further tile issues.
3 External Bldg. 23 (Fire Doors): **Accepted** Clarity Constructions' quote for fire equipment door replacement (~$7k). Coordinate with painting to avoid redundant work.
4. Painting (lower levels exterior): **Accepted** C&C Painting Group's quote for common area repainting (~$50k). Action: Schedule before/after winter, aiming for completion before AGM.
5. Planter Boxes: Decided to install false floors to reduce soil volume and improve drainage. Finalise planting scheme with input from interested owners. **Action**: Implement false floors(AD) and select plants (GMcG to co-ordinate) for completion of planter boxes between 21 and 23 and between 17 and 19.
6. Downpipe leak building 23. 6 Star plumbing engaged to replace downpipe that is rusting and leaking.
7. Fixed-internal patch up work pending. Internal repairs to units affected by water ingress nearing completion.
8. Water Leak-Front Courtyard Building 23/21. Partum projects have been engaged to install waterproofing and tiles on pedestals to front courtyard of 23/21 to remedy leak impacting 20/21.

b) **Other maintenance issues:**

1. General Drain Maintenance-Proposal to have handyman clear external drains on common property. Quotes to be obtained.
2. Discussion on Ned Kelly drains-EC noted that leaves that are caught in the top of the boxes do not impede drainage as there is a wire frame to prevent this. simple process is to clear with blower vac. Note to tenants was proposed.
3. Internal Ventilation/Exhausts. Noted that an owner has expressed a view that they weak do not clear bathroom vapour. They are not overly powerful and noted that it is owners' responsibility to check/replace any internal devices in their units.

c) **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: SC updated the committee on the website's performance, noting limited engagement to date. Thirty nine owners have registered logins, and the site has received 367 views over three months; however, most sessions are brief, and the

provider has not supplied data on unique users. The committee agreed that a more thorough review and owner feedback are needed before the next AGM. **Action**: The committee will assess the website's effectiveness in 2026, seek feedback from owners, and consider improvements to address both internal and external communication needs.

2. OCN Environment Sustainability Committee: The Committee met on 19 February. The main discussion was on in-house EV charging and electrification of gas-fired central hot water systems in strata complexes. There are a range of issues across complexes including social (e.g. OC approval), technical (e.g. perceived fire risk), structural (capacity of rooftop slabs) and regulatory (ownership and management of metering infrastructure, bringing hot water usage billing in house). There has been no date announced for the introduction of legislation relating to strata complexes in the ACT, including the appointment of a position to oversee issues relating to strata complexes.

3. Light Rail project: There has been no meeting of the Community Reference Group since the 20th November 2025. At that meeting the main topic was a review of the submissions on the draft Light Rail Stage 2B Environmental Impact Statement (EIS) project. There were more than 200 submissions with key themes being traffic and transport in residential streets, traffic disruption and congestion, location of the traction power substation in Yarralumla, impacts on heritage areas, and stop locations.

7. Other Business

Nil

8. Next Meeting:

TBA

Meeting closed 2.30 pm

Dermot Casey,
Chair UP3259 17 March 2026