Capital Hill Apartments, UP3259

EXECUTIVE COMMITTEE MEETING # 161
MINUTES

Monday 14 September 2026 4.30pm-6.00pm

Attendance

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

Meeting opened at 4.30pm.

1. Minutes

Minutes of Executive Committee meeting #160, 15 June 2026 were accepted with one amendment:

- Building Maintenance Group (BMG) should read Building Maintenance Sub Committee (BMC)

2. Matters arising from Minutes of 15 June 2026

a. **Cost of printing agenda/notices to owners :** The charges for the 25/26 Financial year for providing hard copy documents and mailing charges has been $2,130. The current default option in the Strata rules requires B&D to provide hard copy rather than electronic communications where owners have not opted out. The EC resolved to provide a resolution to the AGM that this be discontinued and electronic communications become the default. Should owners request hard copy then the costs of this be met by the individual owner. Action: VS requested to draft resolution for consideration by AGM.

b. **Proposed remediation works Units 205 & 204/19.** This has previously been agreed by the EC and a schedule of works for completion of this work will be agreed with Partum Projects by end September 2026. This will involve consultation with relevant owners. Residents will be advised prior to commencement.

c. **ECM archiving: Noted** that the issue of EC maintaining its own records is important and that this issue will be further considered after the forthcoming AGM.

3. Chair's Report

a. The Chair tabled a report providing the committee with a summary of important actions taken during the year. It noted the improvements to the complex that had been completed, including signage, lighting and progress re tiling and painting. Whilst

much of this planed work has been completed, the proposed expenditure in the Sinking Fund for 2026-27 will continue these improvements.

b. In addition, provision has been made for urgent repair work on the hot water pumps/piping system that is showing signs of 20 years wear and tear as part of regular maintenance. It has been recommended by Schindler that lighting in the lifts be updated in the coming year. The Committee will be asked to consider via the BMS as to what upgrades to the gardens might be made over and above work that has been recently completed. The current meeting will be asked to draw up a priority list of other improvements for the forthcoming year. The report was **Noted**.

c. The Committee considered a proposal from Bright & Duggan for renewal of an agreement for them to provide strata services for a further 3 years, when the current agreement ends on 1 December 2026. The proposal provides for a 6.3% increase on basic strata management services fixed for 3 years with an increase of 5% at termination if continued. The EC **resolved to accept this proposal** and expressed satisfaction with the services being received.

d. The Committee noted the voting outcome of a special strata meeting held on 27 August 2026 that **resolved to end the acceptance of payments by credit cards**, following changes to Government fees regulations that come into effect in October 2026.

4. Treasurer's Report

a. The Treasurer tabled a statement of the financial position and performance for the period ending 31 August 2026 (the financial year 25/26). **Noted and accepted**.

b. Total cash at bank of the OC as of 31 August 2026 was $438,428.56, the breakdown:

AF-	$ 92,642.02
SF -	$ 572,392.22
SPF-	$ -226,605.68
Invest	$ 119,760.31 (mature 4/5/27)

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 the end August 2026 total AF expenditure is $306, 823.55 against a budget of $300,000. Factoring in the opening balance and internal funds transfer, the end of year position was a healthy $106,053.54.

There are some areas of price pressure that can be seen in the end of year expenditure in consumables (water, electric cleaning). Provision has been made going forward.

In the opinion of the Treasurer the proposed deficit budget of $310,000 for 2026-27 should be put to owners for acceptance with **no change to the AF Levy** of $30 per unit entitlement ($300,000 per annum).

Given the continuing pressures on Sinking Fund (SF) expenditure and noting planned expenditure for 26/27, it was **agreed** that it be recommended to the AGM that the **SF levy be raised by $1** to $30 per unit entitlement ($300,000 annually).

The EC **agreed** that the proposed budget prepared by VS be recommended to the AGM.

c. GMcD provided a report detailing cleaning costs from principle provider that concluded that there was little capacity to make significant cost savings. However it was agreed that internal quarterly cleaning of tiles be reviewed with the aim of reducing frequency. In addition the engagement of a 'handyman' had ensured some periodic cleaning of external steps can be achieved at a cheaper price.

d. Consideration of Sinking Fund expenditure - see below

5. Secretary's Report

There were no matters to record.

6. Reports to EC

a) **Building Maintenance (BMS)**

(i) The Committee noted completion of the first phase of tile replacements and repairs to Building 17 ramp walkway have been completed, with thanks to GMcG who was instrumental in taking forward this improvement.

(ii) the Committee noted that replanting of some planter boxes between 21 &23 has commenced as agreed. The Committee agreed that further discussions/planning will be undertaken in conjunction with the gardeners on revitalising plantings that require change or thinning out. This will include mulching/improvements to garden beds at rear. **Action:** DC to organise consultations.

(iii) Other garden issues- agreed to purchase replace a replacement tree for the planter box in front of #21 after checking the watering system. Also planter box at rear of this building is to be drained. (DC & AD)

(iv) The Committee noted additional items that might be included in SF planning for 26/27 to include:

Carpet replacement-2 buildings per year for two years- $32,300 per year
Extend bird spike protection- obtain quotation
Replace garage door- $25,000 (subject to design)
Lift lights (already budgeted) - $8000
Paving costs (carry forward) $12,000
Replace fencing (less priority) $2700
Painting letter boxes (less priority) $1320

If accepted, this would increase spending between $70-$80, 000 over projected SF budget of $420,000 to $500,000, leaving a projected surplus of $360,000 for FY 27/28.

b) Special Projects

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

1. CHA website:

Noting that it is required to report back to AGM on usage/functioning at forthcoming AGM meeting it was agreed that SC, with input from SD would prepare a report for AGM seeking resolution of the future of website for CHA given annual cost of $2000. **Action:** SC and SD to draft information report for AGM for EC agreement. VS to draft appropriate motion for/against retention of website for owners.

2. OCN

Members of the Environmental Sub-Committee have been continuing conversations with Federal and ACT MPs primarily about the introduction of renewable energy to strata complexes. It was agreed that B&D would circulate most recent OCN newsletter to owners.

3. Light Rail project

The Community Reference Group is waiting for the Federal decision on the Environmental Sustainability Statement due later this year.

7. Other Business

a) It was agreed that the 2026 AGM would be held on Wednesday 21 October 5.30-7.00pm.

b) There was discussion of the poor state of some garbage rooms especially when large cartons are deposited without any attempt to flatten them. It was **agreed** that EA be requested to prepare lift notices encouraging residents to be more considerate.

c) Members noted that on occasions it has not been possible for garbage/recycling collections because of parked vehicles. It was noted that this area is also the Evacuation point for the complex. It was agreed to investigate better signage for this area to identify its function as an evacuation point and at the same time prohibit parking at any time. (GMcG to investigate)

d) Issue was raised about lighting of entrance keypads. **Agreed** that Chair would investigate any solution with electrician.

8. Next Meeting

TBA when new committee is appointed at the AGM

Dermot Casey,
Chair UP3259
17 September 2026