

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 10 of 2009**

Held at 6:00 PM 10 Dec 2009 in Apartment 205/19

Attendees: David Campbell (205/19), Debra Northover (201/17), Gavan McArdle (2/17), Horace Saducas (118/23), Marilyn Jessop (203/17), Shelley Thomson (101/17), Gunnar Sirel (28/23)

Apologies: Gaye McDermott (207/21), Glenn Ashe (5/17),

Minutes: Rob Northover (201/17)

1. Welcome

The Executive Committee welcomed new members Shelley Thomson and Gunnar Sirel.

2. Election/appointment of Secretary and Treasurer

Horace volunteered to assume the duties of Treasurer (accepted) and Deb indicated that she would be content to maintain the Secretary role as long as the current level of commitment was acceptable. The Chairman outlined Gunnar's background highlighting that he would be well placed to contribute to the 10 year rolling plan.

3. Master keys

David (Chairman) and Horace provided evidence that all four Master Keys had been destroyed.

4. Corridor air-conditioning

It was acknowledged that current temperatures and staleness of the air require that wall control devices need to be re-connected. Horace undertook to ensure that the control devices would be re-connected and he would re program for fresh air circulation. David would provide dymotape notices on the wall controls advising tenants not to adjust the settings.

5. Becton update – Common area defects.

The Chairman observed that there had been little change and progress was slow with Becton's management of sub contractors unacceptable and frustrating. It was also noted that there had been little response from Grant regarding the basement floor cracks with Grant referring the matter to the contractor. There was a similar situation with basement ventilation and guttering leaks. ExCom to monitor progress and continue to document correspondence.

6. Cleaning contract

Reviewed, amended and renewed. Acknowledged that there had been complaints about the standard of cleaning which would be conveyed to the Managing Agent (MA). The state of the stairwells was a particular concern.

7. Lift maintenance contract

This matter considered urgent as there is currently no maintenance contract. The Chairman outlined the differences between Schindler and Kone quotes and recommended engaging Schindler. Approved.

8. AGM

Attendance at the AGM was disappointing with only 16 apartments represented plus six proxies. Venue (Eastlakes Football Club) considered adequate. Of other concern is that the low numbers also unfortunately suggest a low level of interest in Capital Hill Apartments by many owners. In turn, this will mean a reduced interest in seeing that their tenants comply with the rules.

9. Key Board

Horace advised that the Key Board had been installed in the basement Communicationss Closet and tabled four sets of two keys (Comms Closet and Keyboard) and a list of keys currently held in the key board as well as those yet to be sourced (Irrigation Cabinets, Intercom Security "Remote Meter Readout Unit", South Gate and Main Garbage Bin Pen). It was decided that the Keys and Key list be held by individuals from each building.

Building 17 – Deb Northover (Shelley Thomson in Deb's absence).

Building 19 – David Campbell.

Building 21 – Gaye McDermott.
Building 23 – Horace Saducas.

Members accepted that they would be called out from time to time especially during occupants' moving in and out, e.g. for rigging protective blankets in the lifts and for providing access to the Electrical Services Cabinets.

10. Nature Strip

Luke, from "All Seasons", advised against progressing with seeding the nature strip heading into Summer. It was agreed to review in Feb 2010. Marilyn agreed to investigate dead patches in the front lawn areas.

11. Xmas Party

Good turnout and agreed to continue with this initiative on a regular basis. Deb volunteered to continue to coordinate future social events for the complex.

Other business

12. Fire Services Maintenance

The proposal by National Fire Services for the annual periodical (3, 6, 12 monthly) Test, Inspection and Maintenance of the complex to Australian Standards (\$3,300/yr) was accepted and ExCom agreed to proceed. (Subsequently, it was confirmed through the MA that the service also includes the equivalent of the NSW requirement for system certification.)

13. 2010 Program

The Chairman highlighted that the main activities for 2010 would be:

- a. Progressing Common Area defects with Becton.
- b. Review of the Articles.
- c. 10-Year Plan.

14. 10-Year Plan

It was agreed that the best way to proceed with this would be to establish a sub-committee possibly headed by Gunnar. Horace volunteered to be on the sub-committee. There was a need to seek competitive prices noting that Peter Enders's quote was valid until June 2010. Also needed to pursue and engage with the MA, notably about the status of various maintenance contracts.

Date, time and place of next meeting.

It was agreed to conduct the next meeting in Horace's unit (118/23) at 6:00 pm on Monday 8 February 2010.

The Meeting concluded at 8:00 pm

Approved

David Campbell
Chairman
12 December, 2009

Table 1. Summary of Open Actions

ID	Action	By	Due	Status
001/04	Check with Managing Agent (MA) on remedial action and ongoing periodical maintenance/inspection plan.	David	Ongoing	Open
001/11	Check with the MA on “ownership” of the keys to essential services and the feasibility of several nominated personnel having duplicate keys. Keys sourced from the MA for duplication: 1. Owner’s Corporation Letter Box. 2. Electrical Services cabinets. 3. Communications Building Distribution Room. 4. Cleaner’s and motor vehicle enclosure (access to elevator curtains) 5. Lift keys. (added inclusion).	Horace	Ongoing	80%
002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas.	Horace & David	Ongoing	Open
003/04	Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.	David	TBA	Open
004/03	Engage with MA to have Becton resolve the 240 VAC bollard lighting issues.	David	ASAP	Open
005/02	Marilyn to follow up with the MA on Nature Strip options.	Marilyn	TBA	Open
006/01	Investigate options available for garage exit/entry door during power failure condition (default open?).	David	TBA	Open
006/03	Table of Service Providers for the complex requires forwarding to the MA for completion.	David	TBA	Open
006/04	Asset Acceptance and potential traffic issues associated with access to the Capital Hill apartment’s carpark.	David	TBA	Open
007	No additional actions			
008	No additional actions			
009/02	Investigate the detail in King Air quote to install temperature sensors to activate exhaust fans.	Horace	TBA	Open
009/04	Distribute letterbox drop flyer for Xmas get together.	Deb	ASAP	Open
010	No additional actions			