

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 13 (12 Apr 2010)**

Held at 6:00 PM 12 Mar 2010 in Apartment 201/17

Attendees: David Campbell (205/19), Debra Northover (201/17), Shelley Thomson (101/17), Gaye McDermott (207/21) Marilyn Jessop (203/17).

Apologies: Horace Saducas (118/23), Gunnar Sirel (28/23), Glenn Ashe (5/17).

Absent: Gavan McArdle (2/17)

Minutes: Rob Northover (201/17)

David welcomed attendees and opened the meeting by tabling the financial statement obtained by Horace observing that we are tracking reasonably well within budget on a month to month basis noting the following concerns:

- a) An entry of \$940.00 for Signs/Linemarking. There was no recollection of what this expense related to but is possibly for basement floor signage; Horace currently investigating.
- b) Electrical maintenance costs were high and well over pro rata, and it is assumed that this was associated with the high cost of replacement of inverters (not a recurring cost) and downlights. It was hoped this rate of expenditure will slow down in the months ahead.
Shelley took the opportunity to provide an update on her discussions with her brother regarding lead times associated with delivery of “Cats Eyes” lamps. In summary, the maximum lead time for delivery would be one month and should have a three year warranty period. Shelley undertook to provide Horace with her brother’s contact details to investigate further. David updated the meeting with the present state of play with unserviceable cats eyes. The contractor is reportedly awaiting replacement transformers.

1. Open Action Items

A review of the Open Action Items was conducted with the following results:

- 04/01 Closed
 - 01/011 Closed
 - 02/05 Open until Nov 2010
 - 04/03 Closed
 - 06/01 Closed
 - 06/03 Closed
 - 06/04 Closed. New Action - Marilyn to investigate the scope of work scheduled for State Circle bicycle lane modifications regarding the encroachment on the existing nature strip.
- Action Item 13/01**
- 09/02 Closed
 - 11/01 Open – Lack of response from the Managing Agent (MA) proving difficult to progress this Action Item.
 - 12/01 Open - Lack of response from the MA proving difficult to progress this Action Item.
 - 12/02 Closed
 - 12/03 Closed
 - 12/04 Closed
 - 12/05 Closed

2. Capital Hill 10 Year Plan

David acknowledged receipt of Gunnar's e-mail to Rob regarding progress of the Capital Hill 10 Year Plan. It was agreed Gunnar should proceed with his proposed shortlisting action and timetable, and that he should liaise with Horace, who had an updated appreciation of existing maintenance contracts. Gunnar should include Peter Enders in his shortlist. David to advise Gunnar accordingly. **Action Item 13/02**

3. Managing Agent Communication

David explained that he was experiencing continuing difficulty with obtaining responses from the MA which was constraining his ability to perform his role as Chairman. Deb suggested that David schedule a meeting with the MA to resolve this issue. Optimistic that the new employee (ACT Strata Mgt Services) charged with managing the Capital Hill account may resolve the communications issues.

4. Bird Deterrents

David provided an example of a plastic bird deterrent currently installed on the roof at the rear of apartment 203/17. Discussion ensued on various known methods of deterring the birds. David had emailed the MA on the subject on 6 March, ie more than a month ago but, as usual, had received no response. **Action Item 13/03**

Date, time and place of next meeting.

It was agreed to conduct the next meeting in David's unit (205/19) at 6:00 pm on Monday 10 May 2010

The Meeting concluded at 7:30 pm

Approved

David Campbell
Chairman
14 April, 2010

Table 1. Summary of Open Actions

ID	Action	By	Due	Status
002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas.	Horace & David	Ongoing (Nov 2010)	Open
011/01	David to discuss formal financial delegation for the MA to engage non-routine repairs	David	TBA	Open
012/01	Visitor Parking liaise with the MA to seek guidance on what authority the ExCom has	David	TBA	Open
13/01	to investigate the scope of work scheduled for State Circle bicycle lane modifications regarding the encroachment on the existing nature strip	Marilyn	TBA	Open
13/02	Progress Capital Hill 10 Year Plan	Gunnar	Ongoing	Open
13/03	Seek guidance from the MA regarding current bird deterrent practices.	David	TBA	Open