

**Capital Hill Apartments
Executive Committee (ExCom) Extraordinary Meeting**

Held at 6:00 PM 2 November 2009 in Apartment 205/19

Attendees: David Campbell (205/19), Debra Northover (201/17), Gavan McArdle (2/17), Marilyn Jessop (203/17).

Apologies: Gaye, Glenn, Horace

Minutes: Rob Northover (201/17)

General

David explained that the purpose of this extraordinary meeting was to review the build up of work, review the budget and to assess the e-mail request from the owners of apartment 101/17 regarding their planned balcony landscaping.

OWNERS 101/17 STATE CIRCLE FORREST – BALCONY REQUEST

6:15 p.m. - ExCom members called on Iain Duncan and Shelley Thompson to inspect the proposed balcony landscaping which consisted of several wicker type furniture pieces and a non-intrusive barbeque (none of which could be seen from State Circle). They indicated that additional planter boxes were to be installed and acknowledged that new greenery for the planter boxes would be consistent with the existing plants.

David undertook to provide a formal response to the Managing Agent (MA) advising that there were no issues with the proposal.

MASTER KEYS

David advised that he was in possession of 3 master keys and was seeking the 4th. Discussion ensued regarding the management of the master keys. Debra indicated that she was uncomfortable with potentially having access to every apartment in the complex and suggested that the keys be destroyed. David proposed that the keys could be retained by the Chairperson in a sealed envelope, with the seal being signed by the ExCom members, and sighted at every committee meeting. It was decided to maintain the keys with the Chairman until this issue was resolved.

DAVID'S DISCUSSIONS WITH THE MANAGING AGENT (MA)

Schindlers Lifts Schedule – Received, \$17,000 P/A (\$4250/lift) to be discussed at next week's ExCom meeting (6:00 PM on Monday 9 November 2009 at Gaye's apartment (207/21)).

Carpet Cleaning – Two quotes received for cleaning of the common areas carpets and tiles

- Hercules \$1925.00
- Morgan's \$1992.00

To be discussed at next week's ExCom meeting.

Cleaning Contract – Schedule and cost provided (\$29,000 incl GST). Schedule to be critically reviewed at next week's ExCom meeting.

Landscaping – All seasons Horticulture (Luke) quote (\$14,000 GST???) received and to be reviewed at next week's ExCom meeting.

Underground watering/drip system – Luke has indicated from his monitoring of the system that there does not appear to be an issue. In summary, no issue with the system which has been relayed to Becton.

BUDGET

The anniversary of the last AGM is approaching (Feb) with David proposing calling an AGM well before Christmas, say, late November. However, the financial year ended on 31 August so in effect we are running on credit. We need to approve a budget and the new year's levies, etc as soon as possible. David and the MA have proposed a draft budget but the ExCom need to review to ensure accuracy.

The budget was reviewed with notes taken by David, a revised budget will be provided for review at next week's ExCom meeting.

SINKING FUND – 10 YEAR PLAN

Several companies have emerged (Valuers engaging quantity surveyors) to provide this service ranging in detail from high level forecasts to detailed plans. David highlighted that these "Plans" are required to be lodged with the authorities and therefore would be subject to scrutiny.

Basic rule of thumb for indicative costs was \$50.00/unit (approx \$3500).

Marilyn indicated that she had used the services of Peter Enders in the past and that he may be available to meet with the ExCom at next week's meeting to discuss options and requirements.

CARPARK/BASEMENT CRACKS

Inspected cracking in basement concrete slab noting that it appeared to be worse at the garage entry door which may be attributed the higher volume of traffic at the entry and also the potential location of underground conduits in the area.

It was concerning to note the lack of expansion joints throughout the basement.

Gavan suggested that we may be able to seek or gain access to the Becton QA process, associated with the construction of the basement, and undertook to provide David with the appropriate words to progress this defect with Becton.

HEAT IN BASEMENT

David indicated that a potential solution to the heat problem in the basement (due to the location of the A/C heat exchangers) was to be provided by the MA on 3 Nov.

Date, time and place of next meeting.

The next meeting, as previously scheduled, shall be at 6:00 PM on Monday 9 November 2009 at Gaye's apartment (207/21).

The Meeting concluded at 7:55 PM

Approved

David Campbell
Chairman (pro tem)

Nov, 2009