

**Capital Hill Apartments
Executive Committee (ExCom) Meeting 21 (31 Jan 2011)**

Held at 6:00 PM Monday 31 Jan 2011 at Deb's apartment, 201/17.

Attendees: David Campbell (205/19), Debra Northover (201/17), Horace Saducas (118/23), Shelley Thomson (101/17), Peter Hodge (108/19). Gunnar Sirel (28/23).

Apologies: Glenn Ashe (5/17), Gaye McDermott (207/21), Marilyn Jessop (203/17),

Minutes: Rob Northover (201/17)

1. Welcome

David welcomed the Executive Committee and provided a brief overview of the busy year ahead.

2. Treasurer's Report

Horace presented his Treasurer's report stating that all accounts were tracking well (pro rata) and undertaking to follow up on:

- a. An unknown insurance item for an amount of \$198.00
- b. Flood associated costs relating to 4 hours effort (3 activities) by Pat's Plumbing totalling \$723.00. David was of the opinion that Becton should be accountable for a portion of the costs and would pursue with Grant. **Action 21/01**

It was noted that there have been several unapproved cost increases (Cleaning, Landscaping) and that the ExCom shall, in consultation with the Managing Agent (MA), ensure that any future cost increases are approved by the ExCom.

Horace also advised that the error in payment of the bird pest control (one year's payment provided instead of three months') by the MA had been resolved with a credit being received.

3. Last meeting's Minutes, outstanding actions (attached) and business arising

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

- a. 002/05 – Closed. Funding approved (approx \$625.00) for Horace to replace 24 lamps with fluoro types
- b. 17/01 – Closed. In Peter's opinion the general condition of the gardens was good and that additional drainage was not warranted. It was agreed that, given the landscaping was designed by a competent landscape architect, the ExCom would continue to monitor the condition of the existing garden beds. Peter advised that the large white house at the rear of building 17 was currently in the possession of WESTPAC and he undertook to draft a letter to WESTPAC, for David's release, alerting them to the problem of the bamboo plants from the property. **Action 21/02**
- c. 19/01 – Closed, retaining services of Luke.
- d. 19/02 – Closed, see 17/01.
- e. 20/10 – Ongoing. Horace advised that the MA had provided no feedback regarding security and video surveillance options and that Horace would continue his investigation. He is currently awaiting a quote from a security service provider; they had met on site and discussed the requirement some three weeks ago.

4. Managing Agent

David advised that he had met with the MA and informed him of the ExCom's decision to formally terminate the contract with ACT Strata Management and why. Mutual agreement was met and an effective date of 1 March 2011 settled upon. Written confirmation would be provided by David following this ExCom meeting.

Horace and David were meeting with Blandfordia Real Estate (John Whiting, principal) this Thursday to discuss expectations and transition requirements. John will be invited to the next ExCom meeting.

5. Elevator Swipes – Horace's quotes for decision.

Horace tabled two quotes (combined John Hogg and Schindler) to provide the requirement to swipe to gain access to the elevators from the basement. The total cost to implement this capability is about \$8,000.00.

The ExCom considered the costs to be reasonable and approved to proceed.

6. Window Cleaning – dissatisfaction, Marilyn's suggestion of Harold Dimple

The service provided by the current window cleaning contractor was considered inadequate and therefore it was decided to follow up a recommended contractor as suggested by Marilyn.

David undertook to pursue recovery of costs to repair damage to eaves caused by current contractor.

Action 21/03

7. Signage update, lessons learned

A recent incident highlighted that the Articles clearly identify that signage is not to be erected on Common Property and it was noted that signage on the nature strip is the responsibility of the City Rangers.

The MA has been charged with resolving signage issues. Clear, concise communication is essential to ensure timely outcomes to signage issues. It is also important that the ExCom understand the limitations of their authority in such matters, i.e. our jurisdiction ends at the footpath.

8. Flooding – update: Polyseal, grates, pumps

Polyseal - A meeting between Becton (Grant) and the Chief Operations Officer of Polyseal is scheduled on site for the 17 Feb 2011 to progress the Polyseal issues around the complex. Feedback from this meeting should be forthcoming.

Grates - David has spoken with Grant regarding the unhelpful provision of solid manholes rather than drainage grates in the basement with Grant yet to respond.

Tiles - Grant is pursuing replacement tiles through Riverland to replace cracked tiles around complex.

Pumps – Grant is investigating the adequacy of the basement sump pumps.

9. Pin oak – update

The securing mechanism for the large tree at the rear of building 17 has failed. Grant has contacted the original cabling company, CHLE, and an arborist is scheduled to inspect the tree and securing mechanism in the next two weeks. A stronger pin will be used in the tree.

David explained that the securing cables were necessary to protect the power cable at the rear of the complex as half the tree root system had been removed in the construction of the basement carpark. Discussion ensued as to whether there was sufficient justification from a safety perspective to have the tree removed or at least significantly pruned. The situation will continue to be monitored by ExCom.

10. Eaves

Addressed at agenda item 6 and action 21/06.

11. Block 17 Fire Main

A suspected firemain leak, reported by Rob Northover, was no longer evident. Rob agreed to monitor the suspect area and report the defect if it recurred. It was agreed that any such fire main issues would be treated as maintenance matters and that the fire protection service provider (NFS) would be engaged to effect repairs.

12. Video surveillance

Addressed at agenda item 3 and action 20/10.

13. Broken Pavers

Addressed at agenda item 8. If a satisfactory source for pavers can be found, ExCom would probably purchase a stock for future use in the Common Property.

14. Other Outstanding Becton items e.g., lighting, pebbles

David expressed his ongoing frustration and disappointment with the progress of defects around the complex and explained that he would like to have a formal minuted meeting with Becton to consolidate all Common Property defects to ensure tracking and resolution. He therefore requested that all ExCom members provide him with a list of their known Common Property, defects acknowledging that there may be an element of duplication. **Action 21/04**

15. Other Business

Shelley reported the defective intercom system in building 17. Horace undertook to investigate/report. **Action 21/05**

16. Date, time and place of next meeting.

Monday 07 Mar, 2011 at 6.00 pm in David’s apartment, 205/19.

The Meeting concluded at 7:30 pm.

Approved

David Campbell
Chairman
1 February, 2011

Table 1. Summary of Open Actions

20/01	Follow up missing quote for security and video surveillance options.	Horace	First Available Oppotunity	Open
21/01	Pursue Becton for a portion of the plumbing costs associated with the recent flooding of the basement.	David	FAO	Open
21/02	Draft a letter to WESTPAC, for David’s release, alerting them to the impeding bamboo plants from the property at the rear of Block 17.	Peter	FAO	Open
21/03	Pursue recovery of costs to repair damage to eaves caused by current window cleaning contractor	David	FAO	Open

21/04	Provide David with a list of Common Property defects	All	11 Feb 2011	Open
21/05	Investigate the defective intercom system in Block 17.	Horace	ASAP	Open