

Capital Hill Apartments
Executive Committee Meeting 02 of 2009

Held at 6:00 PM 16 March 2009 in Apartment 205/19

Attendees: David Campbell (205/19), , Debra Northover (201/17), Marilyn Jessop (203/17), Monica Davidson (22/21), Gavan McArdle (2/17), Glenn Ashe/Julie Gillett (5/17), Gaye McDermott (207/21).

Apologies: Horace Saducas (118/23)

Minutes: Rob Northover (201/17)

Agenda

Review/Approve ExCom meeting Minutes 17 Feb 2009

David explained that it was the Chairman's responsibility to approve the Executive Committee Minutes, he distributes the Minutes to the ExCom for review and, unless there are any disputes, approves the Minutes.

Review of Action Items:

- 001/01 – Open – Action remains on Monica.
- 001/02 – Closed – A consolidated list of defects had been produced as a result of an inspection of the complex by the Chairman, SMEs and the Managing Agent (MA) on Sun 15 Mar 09. This list would be forwarded to the CEO at BECTON for action.
- 001/03 – Closed – As per 001/02. Doubtful whether the Emergency Exit light units were compliant with the strict guidelines.
- 001/04 – Open – Ongoing.
- 001/05 – Open – Ongoing. Monica explained that she had established that electricity accounts contained four separate items which were various rates rather than separate accounts. Now that the account number was available Horace and Monica could continue to investigate trends and alternatives.
- 001/06 – Closed – David received approval (supporting e-mails) from BECTON to use the Capital Hill logo provided that there would be no change to the logo's proportions and that the styles and colours were retained.
David advised that he had sourced a logo which could be manipulated (i.e. unlike the existing PDFs).
Marilyn undertook to investigate whether there was a need to protect the copyright of the "Capital Hill" name. See Action Item 002/01.
- 001/07 – Closed – As per 001/02.
- 001/08 – Open – Marilyn informed the ExCom that the Median strip was the responsibility of the NCA and confirmed that the nature strip did not have an underground watering system. She advised that the nature strip was also under NCA control but it was still unclear who was responsible for the watering of the trees and grass highlighting the penalties associated with Body Corp watering during current stage water restrictions. Marilyn to continue to investigate ownership responsibilities for the nature strip.
The paving options for the nature strip were not investigated due to perceived cost and practicality constraints.
- 001/09 – Closed – As per 001/02.

- 001/10 – Open – David has established that ACTPLA has all technical documentation associated with the construction of Capital Hill Apartments which could be accessed at a cost, David will continue to pursue this with BECTON.
- 001/11 – Open – Dialogue continues with the MA regarding on-site access to keys given the potential for individual error due to complacency versus the current convoluted process for gaining access to the essential services keys as required.
- 001/12 – Open – Monica has spoken to the MA (Janelle) about the feasibility of setting up a Petty Cash type source of funding for the short notice discretionary expenses incurred by the ExCom. This is yet to be resolved, Monica’s initial request for \$500.00 may have been considered too high by the MA? Committee agreed that incidental costs borne by individuals needed to be reimbursed, Monica and David to continue to investigate mechanics of resolving the issue.

Financial Report

Monica delivered a copy of the Financial Report for the period 25/09/08 to 23/02/09 and provided an outline of the spreadsheet format and overview of expenditure for the Year to Date.

In summary Capital Hill were operating under budget and forecasted to remain under budget. This was due mainly to low maintenance costs associated with a new complex.

Monica indicated that she will continue to follow up on expenditure with the MA however, and highlighted that it would probably take a few months for trends to emerge.

David emphasised the need to continually scrutinise expenditure and thanked Monica for her effort.

Rules

Monica provided a draft copy of a summary of the rules which she believed should be displayed throughout the complex. When asked by David why she had selected these particular rules from the Articles she indicated that they were mainly rules reminding tenants of expected “behaviour”.

All agreed that the requirement existed to have the “Rules” displayed but, due to the potential tackiness of a notice board, it was agreed that they be mounted in an A4 framed acrylic display alongside each elevator in the basement.

The following rules were reviewed:

- a) **You must not** smoke while you are on common property;
Agreed.
- b) **You must not** make or permit to be made noise within your unit which may be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit;
Agreed.
- c) **You must** obey the speed limit of 8kmph in the underground car park area;
Agreed (insert “maximum” before 8kmph)
- d) **You must** take all reasonable action to ensure your visitors comply with the Rules;
Agreed.
- e) **You must not**, without the written consent of the owners corporation, keep an animal in your unit or common property;
Agreed.

- f) **You must not** allow vehicles to tailgate you when entering the underground car park;
Agreed (After significant debate it was agreed to retain this rule)
- g) **You must** notify the Managing Agent of any repairs or maintenance that you observe are required on common property;
Agreed.
- h) **You must not** hang laundry on your balcony or in an area that is visible from outside your unit; and
To be reviewed (Discussion covered front Vs rear balconies, visibility from the street, visibility from apartments above etc)
- i) **You must** repair any damage you (or the person acting on your behalf) cause to Capital Residences, including common property when you take deliveries or move furniture or good through Capital Residences.
Agreed.

It was agreed that the authority for these rules should remain with the MA.

It was agreed that the source of these rules (Units Plan 3259) should be included in the heading.

Glenn asked how these rules were enforced. David outlined that incidents should be reported to the MA and for the MA to then pursue with the tenant/owner.

The issue of distribution of Minutes via a notice board (notice board already vetoed) was discussed with Debra suggesting that the responsibility of distributing the Minutes (if required) should be on the MA and not the ExCom.

David undertook to follow up the issue of distribution of the Minutes with the MA.

Exec Committees stance on the following issues - Pets, Laundry, Noise, Other Complaints etc

Pets

General discussion on pets, animals, creatures ensued with David pointing out that the basic rule was no pets. Residents with existing pets, or an intention to acquire a pet, would require approval in writing from the ExCom.

The ExCom need to establish guidelines and criteria for pet consideration.

Laundry

This was discussed extensively during the earlier review of the “Rules”. David directed all members to individually consider what rules, guidelines, criteria etc should be taken into account regarding laundry on balconies.

Noise, Other complaints

General discussion established that it was difficult to objectively identify what noise may be considered as offensive, i.e. volume, time, frequency, content etc. Anti social behaviour such as malicious damage and smashing bottles etc was easier to qualify. As a general rule any behaviour worthy of reporting to the police should be considered as offensive.

Monica to investigate what the contractual obligations of the MA with dealing with complaints.

As a general comment David advised that it was a relatively simple process to change the “Articles” requiring a general meeting however complex changes may require legal advice and assistance.

Other Business

Halogen Lighting

David informed the meeting that the MA has highlighted (from his experience) that the use of halogen down lights within the common areas of Capital Hill apartments potentially adds an additional \$80 per fitting per year to the electricity consumption of the complex. He has suggested the use of an alternative fluorescent fitting (example tabled by David), at a cost of \$55.00 per unit (installed), which would save up to 2/3 (66%) of the electricity consumed by the existing fitting.

David explained that Horace had conducted research and sourced an alternative solution being the use of an LED lamp which can use the existing fitting for an approximate cost of \$15.00 per unit. Savings associated with the use of this solution were not provided. Action for Horace to investigate most cost effective solution.

It was noted that significant expenditure may be being wasted on replacing unserviceable halogen lamps when the faults may actually be latent defects and therefore a responsibility of BECTON. Unsure of what level of detail the MA maintains regarding lamp replacement, and recurring failures, in common areas?

Garbage

Monica (and others) noted that the garbage dumpsters were not being used appropriately i.e. recycling bin (Green) not being used strictly for recycling and general garbage bin (Blue) not being used for other garbage. It was agreed that there would be merit in consolidating/condensing Section 12 (Garbage Disposal) of the Owners Unit Plan (including emptying timetable) for display on the doors to the Garbage Rooms. All agreed with Monica undertaking to draft consolidated guidelines for review.

Monica also highlighted the presence of dead mice in the basement area and David indicated that he would follow up with the MA.

Driveway Hazard/s

Monica highlighted several “near miss” incidents that she had experienced with the entry/exit to the complex car park. One incident associated with a commercial garbage collection truck and two incidents with the contracted internal garbage removal trailer service.

Several options were discussed including a strategically placed 45° angle mirror, or a flashing coloured lamp when the roller door is active solution? David will follow up with MA.

David indicated that the MA had identified a potential hazard with reversing garbage trucks potentially making contact with the building suggesting that the installation of a “bollard” may remove the threat at a cost of circa \$200-\$300. David will follow up with MA.

Landscaping Overview

Marilyn provided an overview of the landscaping investigations offering the following:

- Garden bed watering occurs bi-weekly.

- Lawn watering occurs Mon, Wed & Fri.
- Patio planter boxes watering occurs Tue & Fri.
- No drainage is provided for in the patio planter boxes.
- Planting preparation not adequate for some plants (clay bowls).
- Planting across back (Camellias) not dense enough.
- Plant loss total about 20 to date.

Marilyn indicated that the current landscape contractors were being pro-active in conserving the current landscaping despite, in some cases, the poor preparation.

Marilyn suggested seeking an obligation free quote to review current landscape plan and remediation quote.

Agreed, cognisant of the fact that NCA have strict landscaping design (as approved) compliance requirements.

Marilyn highlighted observations about storm water drain problems within the complex which may be associated with tree root infestation or sub standard plumbing/drainage installation. Issues to be brought to the attention of MA for appropriate resolution action i.e. ACTEW or BECTON.

Building 17 Tree Securing Mechanism

Gavan expressed concern about the securing mechanism for the tree at the rear of Bldg 17. David responded that he was unaware of the engineering effort applied to the design and undertook to seek engineering assurance that the solution was sound from an engineering perspective and the installation had appropriate supporting engineering certification.

Security Assessment

David suggested, from recent inquiries into personal contents insurance, that there may be benefits in securing an obligation free assessment of the options available for CCTV coverage of the building/complex. It may also be beneficial to have a security consultant present at an ExCom meeting. Agreed.

Date, time and place of next meeting.

Given that the second Monday of April (13 April) is a public holiday, it was decided to convene the next meeting at 6:00 PM on Monday 20 March 2009 at Debra's apartment (201/17).

The Meeting concluded at 8:50 PM

Approved

David Campbell
Chairman (pro tem)

March, 2009

Table 1. Summary of Open Actions

I.D	Action	By	Due	Status
001/01	Provision of a copy of the “Unit Titles Certificate” and a “Certificate of Currency of Insurance” to Chairman.	Monica	First Available Opportunity (FAO)	Open
001/04	Check with managing agent on remedial action and ongoing periodical maintenance/inspection plan.	David	Ongoing	Open
001/05	Monitor electricity accounts and investigate alternate electricity service provider if considered excessive.	Monica and Horace	Ongoing	Open
001/08	Investigate options and constraints with NCA to make improvements to the nature strip.	Marilyn	Ongoing	Open
001/10	Request through the MA that Becton provide the Owners’ Corporation all structural, architectural, electrical, comms, intercom, fire-protection, mechanical, plumbing, drainage, etc, drawings and any instruction manuals.	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.	David	FAO	Open
001/12	Investigate availability of Petty Cash through MA	Monica and David C	FAO	Open
002/01	Investigate whether there is a need to protect the copyright of the “Capital Hill” name by registering a business name.	Marilyn	FAO	Open
002/02	Investigate the requirement and responsibility to distribute the Minutes with the MA.	David	FAO	Open
002/03	Consider what rules, guidelines, criteria etc should be taken into account regarding laundry on balconies.	All	20 Apr 2009	Open
002/04	Investigate the contractual obligations of the MA with dealing with complaints	Monica	FAO	Open
002/05	Investigate cost benefit of using LED lamps over fluoro replacement over existing halogen lighting for common areas.	Horace	FAO	Open
002/06	Draft consolidated guidelines on garbage disposal procedures for review.	Monica	FAO	Open
002/07	Evidence of rodent infestation to be	David	FAO	Open

I.D	Action	By	Due	Status
	discussed with MA.			
002/08	Driveway safety issues (“near miss” and bollard installation) to be discussed with MA.	David	FAO	Open
002/09	Seek an obligation free quote to review current landscape plan and provide remediation quote.	Marilyn	FAO	Open
002/10	Inform MA of storm water issues.	Marilyn	FAO	Open
002/11	Tree securing mechanism (rear Bldg 17) safety issues to be discussed with MA.	David	FAO	Open
002/12	Investigate assessment of the options available for CCTV coverage of the building/complex.	David	FAO	Open