

**Capital Hill Apartments
Executive Committee Meeting 04 of 2009**

Held at 6:00 PM 1 Jun 2009 in Apartment 205/19

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

Apologies: Horace Saducas (118/23), Glenn Ashe (5/17),

Minutes: Rob Northover (201/17)

Petty Cash

David provided Monica with \$100.00 petty cash as sourced from the Managing Agent (MA) in accordance with previous action 001/12.

Security and lighting - Phill Biggerstaff, ADT Security

David advised that Phill had called him following up on the presentation at the previous meeting and David informed him that we would not be pursuing this initiative in the short term. We would keep the matter under “loose” review.

Insurance

Investigations established that Becton had established a “\$2.00 shelf company” called State Circle Developments.

Gavan advised that CGU provided insurance for Becton however all avenues for defect repair would need to be exhausted through Becton before pursuing CGU for defect rectification.

Also highlighted that Becton is the builder not Licence holder, which could be any Class A, B or C licensed builder. In the context of a start date for insurance purposes, it was confirmed that the complex was handed over on 29 Jul 2008.

Review/Approve ExCom meeting Minutes 20 Apr 2009

Review of Action Items:

- 001/04 – Open – Ongoing. David reaffirmed that the requirements for establishing a periodical maintenance/inspection plan would not be required until April 2011. David suggested that it may be prudent to observe the reaction across this space (ie, the apartment market) and wait until trends and service providers emerged to address this requirement.
- 001/05 – Open – Ongoing due to Horace’s absence from this ExCom meeting. Monica explained that initial investigations had established that the existing electricity account tariffs were comparable with competing service providers and that Horace would continue to pursue this matter.
- 001/10 – Closed –David had continued to pursue with Becton the possibility of a transfer of documentation to the ExCom at no cost; which proved fruitless. Technical documentation would need to be sourced from ACTPLA on an as required basis.
- 001/11 – Open – David indicated that the MA is still not supportive of releasing keys because of the associated risks but would accommodate the Committee’s wishes. Await Horace (sponsor of action) return.
- 001/12 – Closed – \$100.00 Petty Cash for Monica..

- 002/01 – Open – Marilyn advised that the cost to register the business name of “Capital Hill Apartments” would be \$200 for five years. It was debated that there may be problems associated with registering a business name related with the term “Capital Hill” There was support for the idea and Marilyn undertook to investigate and progress with the registration of “Capital Hill Apartments”.
- 002/05 – Open – David advised that discussions with a local electrician indicated that new generation LEDs were emerging which may satisfy our requirements. It was decided to leave this action open for Horace to pursue on his return.
- 002/12 – Closed – Investigation of CCTV coverage for the complex.
- 003/01 – Closed - Check on the status of Capital Hill Developments Pty Ltd.
- 003/02 – Closed - Check with the MBA Fidelity Fund on who the builder was (Capital Hill Developments Pty Ltd?) and the level of insurance cover.
- 003/03 – Closed - Check on the electrical billing scheme – Gaye.
- 003/04 – Open – Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.
- 003/05 – Open - Discuss installation of protective bollard at entry to garbage pick up point. No evidence of progress, David will follow up with MA.
- 003/06 – Open - Purchase Speed Limit signs.
- 003/07 – Open – Marilyn provided an update on the progress.
- 003/08 – Open – Gavan provided samples of the rubber alternative floor covering (elevator floor replacement) and it was agreed that rubber the product provided by Melbourne Vinyl Services would be suitable (at \$60.00 per m2 not laid). Gavan undertook to source colour samples for consideration at the next meeting (Blue, Grey & Black).
- 003/09 – Open – Marilyn highlighted that the wooden fence at the entry to the complex carpark was never intended to be painted by Becton. Marilyn to seek a quote to paint the fence with Deb suggesting a colour matching the colour of the building walls at the entry to the carpark may be better than a white/light colour to match the side gate.

Other Business

David to discuss the locking mechanism for the rear/side gate with MA.

David highlighted that the manual exit button for the carpark was still unserviceable and undertook to check with the MA.

The defect list established (circa 11 Apr 2009) seems to have been transcribed by Becton into a spreadsheet of defects which will need to be progressed and monitored by the MA. Significant concern was expressed regarding the bollard lighting (240 VAC system) and the potential non-compliance with Australian Standards. Becton’s proposed solution, to cover exposed grey conduits with metal plates, was considered unacceptable. David shall pursue possible solutions with the MA. Non compliance with the Standard also exposes us in terms of public liability. The bollard lighting should be decommissioned until the matter is cleared up. Action:David

The key points of Monica’s e-mail were considered, specifically:

- Trades personnel working unsupervised/unescorted in the basement.
- Security of the building.
- Damage to the complex due to removal activities being undertaken without adequate protection measures (Lift protection curtains not being employed).

- Berkley sign erection contractor offensive (potentially violent) behaviour.

General discussion ensued acknowledging that these issues were difficult to resolve and would require a certain amount of self policing. David undertook to forward Monica's concerns to the MA together with indicated action..

Progress of window cleaning was unclear. David will follow up with the MA.

Date, time and place of next meeting.

It was decided to convene the next meeting at 6:00 PM on Tuesday 7 July 2009 at Gaye's apartment (207/21).

The Meeting concluded at 7:40 PM

Approved

David Campbell
Chairman (pro tem)

5 June, 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
001/05	Monitor electricity accounts and investigate alternate electricity service provider if considered excessive.	Horace	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	Ongoing	Open
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002/01	Investigate whether there is a need to protect the copyright of the “Capital Hill” name by registering a business name.	Marilyn	Ongoing	Open
002/05	Investigate cost benefit of using LED lamps over flouro replacement over existing halogen lighting for common areas.	Horace	Ongoing	Open
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003/04	Invite a representative from the RSPCA to provide a presentation to the ExCom on pets/animals in apartments.	David	TBA	Open
003/05	Discuss installation of protective bollard at entry to garbage pick up point.	David	01 Jun 09	Open
003/06	Purchase Speed Limit signs.	David	TBA	Open
003/07	Progress with landscaping i.a.w quote from All Seasons Horticulture Services dated 15/04/2009.	Marilyn	ASAP	Open
003/08	Provide a sample of Pirelli product.	Gavan	01 Jun 09	Open
003/09	Provide suggestions for improvements to Melb Ave wooden fence.	Marilyn	01 Jun 09	Open
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004/01	Progress side gate lock issue with MA.	David	First available opportunity.	Open
004/02	Progress unserviceable manual carpark issue with MA.	David	First available opportunity.	Open
004/03	Engage with MA to have Becton resolve the 240 VAC bollard lighting issues.	David	ASAP	Open
004/04	Forward Monica’s e-mail to MA.	David	First available opportunity.	Open